

AWARD/CONTRACT

1. THIS CONTRACT IS A RATED ORDER
UNDER DPAS (15 CFR 350)

RATING

PAGE

1

30

2. CONTRACT (Proc. Inst. Ident.) NO.
DTFAAC-05-D-00018

3. EFFECTIVE DATE

11-29-04

4. REQUISITION/PURCHASE REQUEST/PROJECT NO.
04-01390

5. ISSUED BY CODE

FAA, NAS Acquisition Contracting Team (AMQ-210)
6500 South MacArthur Boulevard
P.O. Box 25082
Oklahoma City, OK 73125-4929

6. ADMINISTERED BY (If other than Item 5) CODE

FAA, NAS Acquisition Contract Mgmt. Team (AMQ-240)
6500 South MacArthur Boulevard
P.O. Box 25082
Oklahoma City, OK 73125-4929

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code)

Safety and Security Services, Inc.
416 N.W. 8th
Oklahoma City, OK 73102

8. DELIVERY

Reference F.2

OTHER (See below)

9. DISCOUNT FOR PROMPT PAYMENT
Net 3010. SUBMIT INVOICES
(4 copies unless other-
wise specified) TO THE
ADDRESS SHOWN IN:

ITEM

BLOCK 12.

CODE

FACILITY CODE

11. SHIP TO/MARK FOR CODE

FAA/MM Aeronautical Center
6500 S. MacArthur Blvd., P. O. Box 25082
Oklahoma City, OK 73169

12. PAYMENT WILL BE MADE BY: CODE

FAA, Financial Operations Division (AMZ-100)
P.O. Box 25710
Oklahoma City, OK 73125-4913 (405) 954-4304

13 RESERVED

14. ACCOUNTING AND APPROPRIATION DATA

To be shown on delivery order(s) issued hereunder.

15A. ITEM NO.

15B. SUPPLIES/SERVICES

15C. QUANTITY 15D. UNIT 15E. UNIT PRICE 15F. AMOUNT

Accepted as to contract line items 1(a), 2(a), 3(a), 4(a), 6(a), 7(a) through 8, inclusive,
in Part I, Section B, Base Contract Year only. Amendments A001 and A002 incorporated
herein.

ESTIMATED

15G. TOTAL AMOUNT OF CONTRACT

4,255,208.83

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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. x CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 1 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)

19A. NAME AND TITLE OF SIGNER (Type or print)

Jim Price Exec. Vice President

19B. NAME OF CONTRACTOR

BY (Signature of person authorized to sign)

19C. DATE SIGNED

18. AWARD (Contractor is not required to sign this doc.) Your offer on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

20A. NAME OF CONTRACTING OFFICER
PHYLLIS TOWNSLEY

20B. UNITED STATES OF AMERICA

BY (Signature of Contracting Officer)

20C. DATE SIGNED

11-29-04

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE		PAGE OF PAGES	
		1 5	
2. AMENDMENT/MODIFICATION NO 01	3. EFFECTIVE DATE 3/01/2005	4. REQUISITION/PURCHASE REQ NO.	5. PROJECT NO (if applicable)
6. ISSUED BY CODE	7. ADMINISTERED BY (If other than Item 6) CODE		
FAA, MIKE MONRONEY AERONAUTICAL CENTER NAS CONTRACT MANAGEMENT TEAM AMQ-240 P O BOX 25082 OKLAHOMA CITY OK 73125-4929		FAA, NAS Acquisition Contract Mgmt. Team 6500 South MacArthur Boulevard P.O. Box 25082 Oklahoma City, OK 73125-4929	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

Safety and Security Services, Inc.
 416 N.W. 8th
 Oklahoma City, OK 73102

(X) 9A. AMENDMENT OF SOLICITATION NO

9B. DATED (SEE ITEM 11)

 X 10A. MODIFICATION OF CONTRACT/ORDER
 DTFAAC-05-B-00018

10B. DATED (SEE ITEM 13)

11/29/2004

CODE

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 14, and returning [1] copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

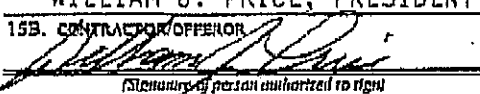
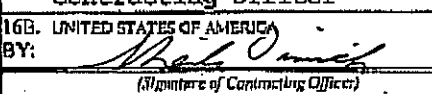
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14.
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X D. OTHER (Specify type of modification and authority) 3.10.1-12 Changes - Fixed Price (April 1996)
E. IMPORTANT: Contractor is not, X is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UIC section headings, including solicitation/contract subject matter (where feasible))

- The attached replacement pages replace pages 2 and 3 (PART I - SECTION B) of subject contract, as a result of the attached revised Statement of Work (SOW).
- The attached SOW, revised 2/23/05, replaces previous SOW dated 8/13/04.

All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) WILLIAM J. PRICE, PRESIDENT	15B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) SHEILA DIMICK Contracting Officer
15B. CONTRACTING OFFICER  (Signature of person authorized to sign)	15C. DATE SIGNED 2/28/2005
15C. DATE SIGNED 2/28/2005	15D. UNITED STATES OF AMERICA BY:  (Signature of Contracting Officer)
	15E. DATE SIGNED 2/28/05

PART I - SECTION BSUPPLIES OR SERVICES AND PRICES/COST

The contractor shall furnish all necessary management, personnel, equipment and materials (except as specified elsewhere herein as being furnished by the Government), required to perform security guard services for the Mike Monroney Aeronautical Center (MMAC), Oklahoma City. Performance shall be in accordance with the Statement of Work (SOW) and all other terms, conditions and provisions referenced herein. The contractor will be paid for services performed in accordance with the following price schedule.

PRICE SCHEDULE

ITEM	SUPPLIES/SERVICES	Quantity	UNIT	UNIT PRICE	TOTAL AMOUNT
1.	Security Guard Services for the MMAC IAW SOW (Attachment 1).				
(a)	Basic Contract (First Year)	12	MO	\$287,471.14	\$3,449,653.69
(b)	First Option Year (Second Year)	12	MO	\$278,597.05	\$3,343,164.61
(c)	Second Option Year (Third Year)	12	MO	\$279,452.49	\$3,353,429.87
(d)	Third Option Year (Fourth Year)	12	MO	\$279,376.23	\$3,352,514.77
(e)	Fourth Option Year (Fifth Year)	12	MO	\$280,264.55	\$3,363,174.61
2.	Security Guard Services for the Logistics Support Facility IAW SOW (Attachment 1).				
(a)	Basic Contract (First Year)	12	MO	\$ 19,584.93	\$ 235,019.93
(b)	First Option Year (Second Year)	12	MO	\$ 18,679.80	\$ 224,157.61
(c)	Second Option Year (Third Year)	12	MO	\$ 18,767.05	\$ 225,204.62
(d)	Third Option Year (Fourth Year)	12	MO	\$ 18,759.27	\$ 225,111.29
(e)	Fourth Option Year (Fifth Year)	12	MO	\$ 18,849.88	\$ 226,198.05
3.	Security Guard Services for the Thomas Road Facility IAW SOW (Attachment 1).				
(a)	Basic Contract (First Year)	12	MO	\$ 8,310.07	\$ 99,720.78
(b)	First Option Year (Second Year)	12	MO	\$ 8,050.58	\$ 96,606.92
(c)	Second Option Year (Third Year)	12	MO	\$ 8,075.59	\$ 96,907.09
(d)	Third Option Year (Fourth Year)	12	MO	\$ 8,073.36	\$ 96,880.33
(e)	Fourth Option Year (Fifth Year)	12	MO	\$ 8,099.34	\$ 97,192.04
4.	Security Guard Services for the Technical Support Facility (TSF) at the MMAC IAW the SOW, (Attachment 1).				
(a)	Basic Contract (First Year)	12	MO	\$ 6,050.97	\$ 72,611.63
(b)	First Option Year (Second Year)	12	MO	\$ 5,792.51	\$ 69,510.13
(c)	Second Option Year (Third Year)	12	MO	\$ 5,817.43	\$ 69,809.11
(d)	Third Option Year (Fourth Year)	12	MO	\$ 5,815.20	\$ 69,782.46
(e)	Fourth Option Year (Fifth Year)	12	MO	\$ 5,841.08	\$ 70,092.92

OPTIONAL LINE ITEM TO BE EXERCISED AT THE SOLE DISCRETION OF THE FAA
(Reference clause G.5)

5. Security Guard personnel for
Escort Services IAW the SOW
(Attachment 1).

(a) Basic Contract (First Year)	12	MO	\$ 28,256.92	\$ 339,083.05
(b) First Option Year (Second Year)	12	MO	\$ 28,317.48	\$ 339,809.73
(c) Second Option Year (Third Year)	12	MO	\$ 28,474.20	\$ 341,690.39
(d) Third Option Year (Fourth Year)	12	MO	\$ 28,631.71	\$ 343,580.51
(e) Fourth Option Year (Fifth Year)	12	MO	\$ 28,790.80	\$ 345,489.55

6. Additional Security Guard Services
as ordered by the FAA on an hourly
basis as may be required.
(Reference Clause C.2 and H.3)

	Estimated Annual Quantity		*Composite Hourly Rate	Total Estimated Amount
Security Guard II				
(a) Basic Contract (First Year)	100	HRS	\$ _	
(b) First Option Year (Second Year)	100	HRS	\$ _	
(c) Second Option Year (Third Year)	100	HRS	\$ _	
(d) Third Option Year (Fourth Year)	100	HRS	\$ _	
(e) Fourth Option Year (Fifth Year)	100	HRS	\$ _	

7. Locksmith Services as ordered by
the Contracting Officer
Representative.

			*Composite Hourly Rate
(a) Basic Contract (First Year)	25	HRS	\$ _
(b) First Option Year (Second Year)	25	MO	\$ _
(c) Second Option Year (Third Year)	25	MO	\$ _
(d) Third Option Year (Fourth Year)	25	MO	\$ _
(e) Fourth Option Year (Fifth Year)	25	MO	\$ _

8. Transition Period
(Reference Clauses F.1 and H.1)
(Base Year Only)

Quantity		
JOB		\$ 16,241.31

NOTE: (A) *Composite Hourly Rate (CLIN 6 and 7) includes direct, indirect, overhead and profit. (B) Payment for CLINS 1, 2, 3, 4, 5 and 8 will be made in accordance with AMS 3.3.1-1, Payments. (C) Payment for CLIN 6 and 7 will be made in accordance with AMS 3.3.1-5, Payments under Time-and-Materials and Labor-Hour Contracts.

STATEMENT OF WORK

FOR

FEDERAL AVIATION ADMINISTRATION

MIKE MONRONEY AERONAUTICAL CENTER

SECURITY GUARD SERVICE

July 6, 2004

Revised February 23, 2005

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Definitions/Acronyms

As used throughout this SOW the following terms/acronyms shall have the meaning set forth below:

Definitions

Acceptable Quality Level (AQL): The allowable leeway or variance from a standard before the Government will consider a service unsatisfactory. An AQL does not say that the contractor may knowingly offer unsatisfactory service(s). It implies that the Government recognizes that defective performance sometimes happens unintentionally. As long as the percent of the defective performance does not exceed the AQL, the service will not be considered unsatisfactory by the Government. The contractor, however, must re-perform the defective service when possible.

Contract Discrepancy Report (CDR): A formal, written documentation of contractor non-conformance or lack of performance for contracted work.

Contracting Officer(CO): The person authorized to act on behalf of the Government to negotiate and award contracts and modifications thereto, and to administer contracts through completion or termination. Except for certain limited authority delegated by the CO to a technical representative, the CO is the only individual with the authority to direct the work of the contractor.

Contracting Officer Representative (COR): The authorized Government representative(s) acting within the limits of their delegated authority as authorized by the CO, for overall technical management of the contract.

Contracting Officer Technical Representative (COTR): The authorized Government representative(s) acting within the limits of their delegated authority for management of specific functional activities.

Defect: Each instance of noncompliance with a contract requirement. A defect may be caused by either nonperformance or poor performance.

Emergency Work: Security guard services which takes priority over all other requirements of the SOW and requires immediate action including diverting personnel from other jobs, if necessary, to cover the emergency.

Expendable Property: Government property that is consumed by the contractor while performing requirements of the SOW.

Facility Management Specialist (FMS): A Government employee who is trained in contract inspection, and who has responsibility for inspecting services performed in accordance with the SOW.

Facility Security Coordinator: A government point of contact for staffed FAA facilities that would be the facility manager's representative in coordinating with the responsible SSE on security matters, to include assessments, inspections, and accreditation.

Government-Furnished Equipment (GFE): Government owned equipment provided to the contractor for use in fulfilling the terms of this contract.

Government-Furnished Facilities (GFF): Areas of buildings designated by the Government for the exclusive use of the contractor in fulfilling the terms of this contract.

Government-Furnished Property (GFP): All equipment, facilities and material provided by the Government for the exclusive use of the contractor in fulfilling the terms of this contract.

Government Representative: The Contracting Officer or his/her Authorized Representative(s) and Facility Management Specialist (FMS).

Hand Receipt: A signed document acknowledging acceptance of responsibility for items of property listed thereon which are loaned or issued for use and are to be returned to the Government.

Inspection: The comparison of services against contract requirements in order to establish conformance or non-conformance with the contract requirements.

Installed Building Equipment: Items of equipment or furnishings which are affixed as a permanent part of the structure.

Personal Property: Property of any kind except real property, or records of the Federal Government.

Property Administrator: An authorized representative of the Contracting Officer or his/her Authorized Representative assigned to administer the contract requirements and obligations relating to Government property.

Quality Assurance(QA): A method used by the Government to check services to determine whether or not they meet the requirements of this contract.

Quality Assurance Surveillance Plan (QASP): A written plan that details what is to be evaluated, how evaluations are to be accomplished, frequency of evaluations, and evaluation parameters.

Quality Control Program (QCP): Contractor's system to control the services to ensure that requirements of the contract are performed.

Real Property Equipment: Equipment built into or permanently attached to building(s).

Servicing Security Element (SSE): Civil Aviation Security Division

Software: Software is defined as the application system and all supporting software packages, new development of software systems or programs for special or recurring requirements in

support of security guard services at the MMAC.

Statement of Work (SOW): A document that describes the requirements and/or services, including performance standards for contractual services.

Surveillance: Planned or random observation of requirements of the SOW or services performed.

Acronyms

AC	Aeronautical Center
ACSMS	Aeronautical Center Security Management System
ACO	Administrative Contracting Officer
ADP	Automated Data Processing
AG	Access Gold
AQL	Acceptable Quality Level
CAMI	Civil Aerospace Medical Institute
CDR	Contract Discrepancy Report
CCMS	Central Control Monitoring System
CO	Contracting Officer
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
CQC	Contractor Quality Control
FAA	Federal Aviation Administration
FAALC	FAA Logistic Center (formerly FAA Depot)
FMS	Facility Management Specialist
FPA	Federal Property Administration
FPMR	Federal Property Management Regulations
FSC	Facility Security Coordinator
FY	Fiscal Year
GFE	Government-Furnished Equipment
GFP	Government-Furnished Property
GOCO	Government-Owned, Contractor-Operated
LPS	Lost Prevention Specialist
IAW	In Accordance With
MMAC	Mike Monroney Aeronautical Center
OJT	On-the-Job-Training
OSHA	Occupational Safety and Health Act (or Administration)
PC	Personal Computer
QA	Quality Assurance
QC	Quality Control
QCP	Quality Control Program
QASP	Quality Assurance Surveillance Plan
SSE	Servicing Security Element
SOW	Statement of Work
TE	Technical Exhibit
TI	Technical Inspection
TRW	Thomas Road Warehouse (Leased Facility to FAALC)

Specifications/Statement of Work

C.1 Scope of Work

The Federal Aviation Administration (FAA) has revised and updated its requirements for guard services for all facilities and established minimum standards for physical security management, control, and safeguarding of assets and facilities. The purpose of this contract is to procure armed guard services which provide physical security safeguards for FAA employees, information, facilities, United States Government property and assets from loss, theft, damage, unauthorized use, criminal acts, espionage, sabotage, and terrorism. Under this contract, the Contractor shall be required to provide guard services for the Mike Monroney Aeronautical Center and additional leased facilities which may be added anytime during the contract period.

C.2 General Requirements

The following is a representative listing of general duties and responsibilities to be performed by guard personnel at FAA/MMAC. Performance of this work shall be carried out in such a manner that causes minimal interruption to or interference with proper execution of government business. The Contractor shall ensure that all security violations are properly documented and reported to the Contracting Officer's Technical Representative (COTR), the Facility Security Coordinator (FSC) and Servicing Security Element (SSE) on AC Form 1600-26, Security Irregularity Record. The Contractor shall ensure that all guard services provided herein are in accordance with the Facility Guard Manual.

Contract guard services shall be conducted in accordance with this contract and all applicable Federal, State, and local laws, regulations, codes or directives and all documents listed in Technical Exhibit One.

1. Take appropriate action to prevent the occurrence of fires, explosions, collapses, and other catastrophes. In such an event, summon appropriate response and then notify FAA personnel. Assist in minimizing the effects and in restoring the area to a safe condition.
2. Safeguard and deter the commission of crimes against a person or persons, summon appropriate response forces, and assist those response forces as required. Provide emergency assistance as required. Follow emergency and contingency operating procedures as prescribed by the facility, during emergency situations. Examples of emergencies are provided in the Facility Guard Manual.
3. Deter and report damage, pilferage, removal, secreting, misappropriation, misuse, larceny, theft, or other improper or unlawful threats to, or disposition of Government or personal property or acts of espionage, sabotage, or wrongful destruction within the facilities or grounds.
4. Apprehend and detain all suspicious persons, or those who gain or attempt to gain unauthorized access to the facility, for release to local law enforcement authorities.
5. Safeguard and protect all Government classified, proprietary and sensitive information, documents, material and equipment. Enforce the established policies and procedures for controlling the removal of property and documents from the facility.

6. Investigate and report any suspicious activity in accordance with established facility security policies and procedures.
7. Monitor, assess, and respond to alarms. Investigate and report any suspicious activity in accordance with established security policies and procedures.
8. Conduct visual inspections of the inside of all passenger and delivery vehicles and review the manifest before access to the facility is allowed.
9. Conduct random personnel/vehicle inspections as directed by the Facility Manager and/or FSC.
10. Enforce the facilities rules and regulations governing control of parking and all vehicular and pedestrian traffic. Deter and report unauthorized personnel and/or vehicular activities on the facility.
11. Ensure qualified, trained relief personnel are on duty as a replacement for any employee deemed unable to perform the assigned duties. The Contractor shall have a qualified relief replacement available within a two-hour time frame.
12. Provide additional qualified security guards for planned events, emergencies, and ad-hoc situations as required. The FAA shall provide the Contractor as much advanced notice as possible depending on the event(s) and or circumstances.
13. Operate, maintain, and enforce the system of personnel identification and access controls for facility employees and visitors prescribed by established orders, policies and procedure.
14. Monitor and assess the surveillance and intrusion detection systems as required.
15. Provide in writing any security deficiencies and report them in an expeditious manner to the COTR, FSC, and SSE. Modify patrol times and conduct non-routine patrols as directed by the Contracting Officer (CO), COTR or FSC.
16. Maintain a written daily log (FAA Form 1600.8) of all patrols, incidents, and visitors. This log may be reviewed only by the COTR, FSC and the Servicing Security Element (SSE).
17. Receive, receipt for, and secure prohibited personal property as listed in the Occupant Emergency Plan (OEP), as well as lost and found articles pending transfer to appropriate authorities.
18. Ensure all lights inside the guard post are turned down to provide maximum surveillance of the area. However, when vehicles approach, the guard shall ensure there is sufficient light for the driver to see the guard's signals.
19. Receive, receipt for, secure, issue, and account for all keys that are issued to the Contractor or placed under the Contractor's control.
20. Make appropriate checks using a watch clock or electronic tour system equivalent.

21. Establish and maintain permanent and temporary handicap parking space lig and signs as directed by COR and/or FMS.
22. Ensure that all exterior doors are secured in accordance with FAA and facility directions.
23. Perform escort duties as required by security policies and procedures for the facility.
24. Provide written and verbal reports as required by existing policies and procedures.
25. Provide a weekly status report of all exterior building and security pole lights.

C.2.1 Work Standards

The Contractor shall perform work to the standards and within the Acceptable Quality Levels (AQL) presented in this Statement of Work (SOW). The AQLs are the maximum deviations from the standards that will be allowed for satisfactory performance. The AQLs and standards are present in the Performance Requirements Summary, provided in Technical Exhibit Three.

C.2.2 Contractor Responsibility

The Contractor's work and responsibilities include all Contractor planning, programming, administration and management necessary to provide security guard services as specified herein. Security guard services shall be conducted in accordance with this contract and all applicable Federal, State, and local laws, regulations, codes, or directives and all documents listed in Technical Exhibit One

C.2.3 Commissioning and Deputization

All Contractor security guard personnel shall be licensed by the State of Oklahoma as required by the Oklahoma Security Guard and Private Investigator Act, and all other applicable local, State and Federal laws and regulations. The Contractor shall, without additional cost to the FAA, be responsible for all ensuring all security guard personnel obtain all necessary licenses or permits for security functions and services.

C.2.4 Contractor Personnel

The Contractor shall provide a sufficient number of qualified personnel to perform security guard services described in this SOW. These personnel shall provide the core of knowledge for the Contractor to ensure uninterrupted performance at the required quality levels.

C. 2.5 Contractor Key Personnel

Key personnel shall provide management, administrative and technical interface with the Contracting Officer's Representatives (COR) in the day-to-day accomplishments of these SOW requirements. The names of these individuals and their alternates shall be designated in writing in the Contractor's guard manual. Any proposed changes to these individuals must be approved in writing by the Contracting Officer Representative (COR) and must have coordination with the SSE.

Project Manager, Shift Supervisors, Site Specify Supervisors (Screening Facility and MMAC Visitor Center), Pass/Identification Personnel and Dispatcher Officers are considered Contractor key personnel.

C.2.6 Contractor Project Manager Requirements and Qualifications

The Contractor must assign one overall Project Manager who shall have complete and final responsibility for the Contractor. This individual shall have full authority and autonomy to act for the Contractor in **ALL** day-to-day matters relating to Contractor performance and shall work with the COR in the overall administration and management of the required services. The Project Manager shall act as the initial point of contact for technical matters pertaining to performance requirements. The Project Manager shall be physically present on site at the MMAC, except on legal federal holidays, during the hours of 8:00 a.m. through 4:30 p.m., Monday through Friday. The Contractor shall designate an individual(s) to act for the Project Manager when services are being performed at hours other than those listed above. A designee shall be named during all absences. The Contractor shall provide telephone and pager numbers of the Project Manager and alternate(s) where these persons may be contacted outside of normal duty hours. The Project Manager and any individual(s) designated to act for the Contractor shall have full authority to contractually commit the Contractor, and act without delay on matters pertaining to execution of the contract. The Project Manager shall have four (4) years management experience and four (4) years armed guard experience in facility protection at a level commensurate with the scope of work of this contract. In addition, the supervisor must meet the Contract Guard Requirements as set forth in section C.3.19 in this contract. This Project Manager must be satisfactory to the CO and SSE. The contractor shall designate in writing an Acting Project Manager in the absence of the Project Manager, to perform duties as called in paragraph C.2.7 to the COR and/or FMS.

C.2.7 Contractor Guard Project Manager Responsibilities

The Contractor Project Manager shall be available at all times to receive and implement orders or special instructions from the COTR concerning matters which affect the operation, protection and/or security of assigned areas.

The Project Manager shall not hold the position of an on-duty guard except in emergencies. In emergencies, the Project Manager may staff the post not to exceed three hours in any consecutive eight-hour period.

The Project Manager shall:

1. Meet with the designated COR and/or FMS daily (Monday through Friday) except for Federal holidays as required to provide a morning briefing of each night shift activities.
2. Exercise individual judgment as to staffing, scheduling and utilizing guard personnel.
3. Provide to the COTR a current list of available guards. This list will consist of individuals who meet all the special provisions provided for in these specifications. The Contractor will be responsible for maintaining this list with current information and will supply the COTR with a new list whenever changes occur.

4. Exercise supervisory responsibilities over the operation of guard force to ensure that the required services are provided on a consistent and continuous basis.
5. Serve as the contact point between the Contractor and the COTR/FSC. The Project Manager shall receive and handle all instructions from the COTR/FSC and ensure they are properly implemented by the guard force.
6. Receive complaints regarding violations of guard instructions and initiate corrective action.
7. Conduct an FAA approved security orientation on individual conduct and responsibility for contract personnel prior to their duty assignments. Each employee's initial orientation will be documented and signed by the employee and supervisor. A copy shall be forwarded to the CO and COTR.
8. Inspect each guard post no less than three (3) times each calendar week to observe their conduct from the standpoint of efficiency, conduct and compliance with the Facility Guard Manual, guard orders and other applicable regulations and instructions. In making the required supervisory inspection, the Contractor shall determine at a minimum that the guard is in full uniform when carrying out the duties and responsibilities of the FAA contract. The inspection shall ensure that the overall appearance and demeanor of the guard promulgates professionalism, not only during the actual inspection but also throughout the assigned shift. The Contractor shall ensure that all results of observations are kept in a guard log.
9. Conduct unannounced site inspection between the hours 6:00 p.m. to 5:00 a.m. of each shift totaling at least 16 hours per month and will provide a written report to the COR of the conditions or deficiencies and action to be taken. The COTR may determine specific inspection times, as required. The date and time of Project Manager visit shall be noted in the FAA contract guard log.
10. All General, Special and Temporary Orders shall be reviewed, updated, modified and keep current as required and as directed by the COR and/or FMS. In addition new order shall be developed and coordinated with the COR and/or FMS.

When inspecting the guard employees, the Project Manager shall ensure that:

1. A current copy of the regulations and instructions pertaining to the guard post, the guard manual and guard orders are immediately available at each post of duty.
2. Each guard has studied the orders and regulations and is thoroughly familiar with them.
3. Each guard must comply with the orders and regulations at all times.

C.2.8 Actions to be Taken by the Contract Guard Management

The Project Manager /shift supervisor, upon notification that a firearm has been discharged, shall take the following actions:

1. Ensure that action has been taken to notify the appropriate authorities if a fatality, injury, or damage to private property occurs,
2. Request medical aid, if needed.
3. Notify the FSC/SSE/COTR by the most expeditious means available and provide a written follow-up report of the incident within 24-hours.

C.2.9 Contractor Guard Shift Supervisor

The Contractor shall assign one (1) shift supervisor per shift. These individuals shall have responsibility for the designated period and/or shift. Shift supervisors shall report to the Project Manager.

Shift supervisors shall have two (2) years of guard experience and two (2) years of supervisory/management experience with four (4) years total experience in facility protection at a level equivalent with the scope of work of this contract.

The shift supervisor shall ensure that each post is staffed as required, that employees are properly uniformed and present a neat appearance, and that each employee is familiar with their post and duties. Shift supervisor shall include an informal "guardmount" at the start of each shift during which relief personnel shall be assembled for inspection, arming, announcements, and a general transfer of information from one shift's personnel to the next. This is in addition to the time required for posting and relief of personnel.

The shift supervisors shall not hold the position of an on-duty guard except in emergencies. In emergencies, the shift supervisors may staff the post not to exceed three hours in any consecutive eight-hour period

The shift supervisors shall provide supervision of Contractor personnel to ensure compliance of all contract requirements.

C.2.10 Site Specific Supervisors (Screening Facility and MMAC Visitor Center)

The Contractor shall assign one (1) Site Specific Supervisor per working shift for the Screening Facility and MMAC Visitor Center. These individuals shall have responsibility for the designated period and/or shift. Site Specific Supervisors shall report to the Contractor Guard Shift Supervisor and/or Project Manager. Site Specific Supervisors shall have two (2) years of guard experience with and two (2) years of supervisory experience in facility protection at a level equivalent with the scope of work of this contract. This is a full-time temporary position. Services for this position may be discontinued with a two-week notice.

C.2.11 Contractor Guard Pass and Identification Personnel

Pass & ID personnel shall have two years experience with Best locking systems, installing and removing, combining cores, making keys, access card security system, including upgrading

and downgrading codes for access cards, changing status levels and time zones for access cards, and data entry in a computerized identification media system.

Services associated with combining cores, cutting keys and removal and installation of cores shall be considered locksmith duties. Only actual time spent performing locksmith duties shall be considered for compensate at the applicable wage determination by the DOL for locksmith services. All associated work for locksmith duties shall be ordered by the COR and/or FMS.

C.2.12 Contractor Guard Dispatcher Officer

Dispatcher Officers shall have a minimum of two (2) years experience in facility protection at a level commensurate with the scope of work of this contract; in addition to one (1) year experience operating and administering computer based programs dealing with building intrusion and fire detection systems.

C.2.13 Contractor Guard Patrol/Post Officer

Patrol officers shall have a minimum of two (2) year experience in facility protection at a level commensurate with the scope of work of this contract.

C.2.14 Secretary II

Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organizations, programs, and procedures related to the security functions. This is a full-time temporary position. Services for this position may be discontinued with a two-week notice.

C.2.15 Security Guard Force

All Contractor security guard personnel shall meet the requirements of FAA Order 1600.69B, FAA Facility Security Management Program. All security guard personnel must be fully capable of reading, writing, understanding, and speaking common English. All personnel shall be U.S. Citizens.

C.2.16 Specific Personnel Qualifications

The Contractor shall provide qualified security guard personnel as needed to meet requirements of the SOW. The Contractor shall provide for all training to meet requirements of the SOW unless otherwise specified herein or as otherwise approved by the COR. Qualification training records shall be maintained for each employee.

C.2.17 Qualification Review

The Contractor shall present all pertinent qualification credentials to the CO and/or COR for subsequent review, in accordance with FAA Order 1600.69B, FAA Facility Security Management Program.

The Contractor shall obtain approval from the CO and/or COR as to acceptance of all Contractor nominated supervisory and security guard personnel for positions in this contract.

C.2.18 Restrictions on Employee Activity

Contractor employees shall conduct only activities covered by this SOW while on Government premises. Contractor employees shall not discuss information obtained in the performance of work with unauthorized personnel.

C.2.19 Identification

Each Contractor employee shall conspicuously display approved DOT/FAA identification media in accordance with the contract and SOW.

C.2.20 Contractor Employee Compliance with Regulations

The Contractor shall ensure that all Contractor employees observe and comply with all local and FAA policies, regulations, and procedures. Applicable DOT/FAA Orders are listed in Technical Exhibit One. All Contractor employees shall cooperate fully with federal investigations in any and all matters.

C.2.21 Monthly Personnel Reporting Requirements

The Contractor shall provide to the COR on a monthly basis, the names, work shifts, job titles, hiring dates, and termination dates, in alphabetical sequence, of all persons who were in the Contractor's employ the previous month. These reports are due no later than the 5th day of each month.

C.2.22 Data Security Systems

Data security shall be provided via office and terminal restrictions. The Contractor shall be responsible for monitoring and controlling access to those Contractor personnel authorized to operate these data systems. Specific systems and databases involved are Access Gold, Simplex and Aeronautical Center Security Management System.

C.2.23 Stolen, Missing, or Damaged Government Property

The Contractor shall report all suspected stolen, missing, or intentionally damaged Government property to the COR and the Servicing Security Element using AC Form 1600-5. The report shall be made within one workday of determination that the item(s) is stolen, missing or damaged. The Contractor shall cooperate with any Government investigation or surveys relating to the disposition or status of Government property.

C.2.24 Stolen, Missing, or Damaged Personal Property

The Contractor shall report all suspected stolen, missing, or intentionally damaged personally owned property which is determined to be missing, stolen, or intentionally damaged while on or

in Government facilities to the COR and the Servicing Security Element using AC Form 1600-5. The report shall be made within one workday of determination.

The Contractor shall cooperate with any Government investigation or surveys relating to the disposition or status of personal property on or in Government facilities.

C.2.25 Applicable Documents/Forms

The Contractor shall have available for use, the documents listed in Technical Exhibit One and forms listed in Technical Exhibit Two. All referenced Federal laws, codes, directives, and instructions in effect at time of solicitation shall be considered mandatory regulations as applicable to the service to be performed. Mandatory regulations are considered those regulations that are required to perform the required SOW services.

C.2.26 Revision Without Cost Increase

All revisions to mandatory regulations which do not result in an increase in costs, as determined jointly by the CO and/or COR and the Contractor, shall be implemented within five working days of the Contractor's receipt of the revision.

C.2.27 Required Forms

The Contractor will stock the forms listed in Technical Exhibit Two that are required for the performance of this SOW. The official use of these forms are required unless the COR determines that they may be disposed of or altered. The Contractor is required to notify the COTR immediately upon reaching the reorder point for each form.

C.3 Statement of Work

The Contractor shall furnish all labor, supervision, materials, equipment, transportation, and management necessary to provide guard services in accordance with the stated requirements, except the Government Furnished Properties specified in Technical Exhibit Two. The Contractor shall implement all necessary scheduling, personnel, and equipment control procedures to ensure timely accomplishment of all guard service requirements.

C.3.1 Contractor Management

The Contractor shall manage the total work effort associated with the guard services required herein to assure fully adequate and timely completion of these services. Included in this function will be a full range of management duties including, but not limited to, planning, scheduling, report preparation, establishing and maintaining records, and quality control. The Contractor shall provide an adequate, qualified staff of guard personnel with the necessary management expertise to assure the performance of the work in accordance with sound and efficient management practices.

C 3.2 Contractor Supervisor Guard Manual

The Contractor shall be required to develop and issue a current and comprehensive Contractor Supervisor Guard Manual to each contract guard supervisor assigned to duty at the FAA facility. The manual shall contain the basic guidance issued by the Contractor to their supervisory employees concerning matters of discipline, inspections, management practices, and overall supervisory authority on this contract. The supervisor is additionally responsible for compliance to the Contractor Guard Manual. The Supervisor Guard Manual shall be coordinated with and approved by the COTR and the SSE before issuance.

Within twenty-one (21) calendar days after contract award, the Contractor shall provide copies of the Supervisor Guard Manual for review. The FAA will review and approve this document within fifteen (15) calendar days of receipt. The Contractor shall furnish, within fifteen (15) calendar days of FAA approval, one copy to the CO, COTR, the on-site supervisor, all posts and all guards. The Supervisor Guard Manual shall be approved by the COTR/SSE before issuance. The manual shall be reviewed by COTR and SSE annually and updated as required.

C.3.3 Guard Staffing Requirements

The Contractor shall provide all security guard service required to accomplish activities listed in this contract for the MMAC. The MMAC is leased property, which consists of approximately 1,000 acres. The property extends north to SW 59th Street, south to SW 89th Street, east to flight line (AOA) and west to Rockwell AVE. Additional leased facilities may be added at a later date. A two week notice of intent to discontinue service will be given on leased facilities. A layout of the leased area is provided as Technical Exhibit Five.

All services shall be performed in accordance with the standards presented in Technical Exhibit Three, Performance Requirements Summary. The specific security guard services are defined in the following functional areas:

- Surveillance, Patrol and Fixed Post C.3.4
- Access Control C.3.5
- Staff and Maintain Dispatcher Office C.3.6
- Staff and Maintain Identification Processing Office C.3.7
- Fire Detection and Intrusion Alarm System Control C.3.8
- Parking and Traffic Control C.3.9
- Response to Emergency Situations C.3.10
- Transportation or Escort of Government Funds C.3.11
- Data and/or Reports C.3.12
- Project Manager, Shift and Site Supervisors , SOW

Security guard services performed IAW the SOW are protective and preventive in nature. Emphasis must always be on protection of property and personnel by engaging a system of **consistent** preventive measures and administrative requirements. The Contractor shall implement security systems and procedures IAW Aeronautical Center and FAA Orders and regulations. Security guard services performed under the SOW are generally restricted to Government-leased property within the area described above; however, the Contractor may be required to assist with emergencies occurring on non-leased property adjacent to and within the MMAC which could affect operations at the MMAC. Because of the MMAC relationship to the City of Oklahoma City, both operationally and geographically, the Contractor should maintain a close working relationship with certain Oklahoma City departments. These include Police and Fire Departments, Department of Airports, Oklahoma City Airport Trust, Street and Traffic Control, Safety, Civil Defense, and Federal Transfer Center personnel.

The Contractor shall be responsible for the **consistent** performance and professional behavior of security guard services as identified by the SOW. Security procedures and functions are also outlined in Technical Exhibit Three.

C.3.4 Surveillance, Patrol, Fixed Positions

The Contractor shall provide surveillance and patrol, 24 hours per day, 7 days per week (exceptions are noted) as follows:

1. Monitor via CCTV and conduct spot checks of vehicle and personnel access to the AOA flight line at Gate 12 and Gate 13. Spot check ramp permits, vehicle license tags, ID media, etc.
2. Provide Loss Prevention Specialist for the FAALC LSF Building Gate 20 post. LPS guard shall be stationed at gate 20 post from 8:00 a.m. through 6:30 p.m. Monday through Friday, except Federal holidays. Gate 20 requirements include checking identification media, issuing FAALC visitor badges, requesting escorts from FAALC personnel, checking packages, and checking property removal documentation. (Cleet License not required for this position) *Revised February 23, 2005.*

3. Maintain guard post at (FAALC leased facility) Thomas Road Warehouse, located at S.W. 36th Street and South Thomas Road. Security guards shall be stationed at the TRW from 5:30 a.m. through 6:30 p.m. Monday through Friday, except Federal holidays. Post requirements include checking identification media, issuing FAALC visitor badges, requesting escorts from FAALC personnel, checking packages, and checking property removal documentation and other duties as directed by the COR. This post is a full-time temporary position.
4. During the hours of 7:00 a.m. through 3:00 p.m., Monday through Friday, except federal holidays, maintain patrol activities, using Contractor furnished vehicles, around the MMAC by dividing the center into two distinct patrol areas. One area is east of MacArthur Blvd. and the other area is west of MacArthur Blvd. Patrol activities must be accomplished by vehicle patrol. Four vehicles are required to accomplish this function. When required for short periods of time, fixed post units may be utilized to assist the dispatcher's office, perform funds transfer, fill out accident reports, etc.
5. Maintain guard posts at the north and south entrances of MacArthur Boulevard. The north entrance will be open 24-hours a day, seven days a week. The south entrance will be open 5:30 a.m. to 6:30 p.m., Monday through Friday excluding Federal holidays. When the south posts are secured these patrol units will maintain patrol activities around the MMAC. Requirements of the security guards include checking vehicle identification media, checking identification media, issuing vehicle parking permits, issuing visitor badges and conducting position media identification checks as directed.
6. During the hours 7:00 a.m. through 3:00 p.m. Saturday, Sunday and Federal holidays, maintain vehicle patrol activities around the MMAC by dividing the center into two distinct patrol areas as described above. Four patrol units are required for surveillance and patrol during this time frame.
7. During the hours of 3:00 p.m. through 7:00 a.m., seven days per week, maintain vehicle patrol activities around the MMAC by dividing the center into two distinct patrol areas as described above. Four patrol units are required for surveillance and patrol during this time period. Patrol of these two areas shall be accomplished by patrol vehicle. Security guard personnel shall patrol the high usage, high activity areas at a minimum of once per hour. The remote areas shall be checked a minimum of twice per shift. When necessary, the patrol unit from the east side of MacArthur Blvd. can be used to assist the dispatcher office, make safe checks, respond to emergencies, etc.
8. RESERVED - August 13, 2004
9. Safe checks are usually scheduled between 5:00 p.m. and 8:00 p.m. daily. All designated security containers located in the various MMAC buildings must be checked to ensure their secure condition.
10. The level of surveillance and patrol shall be sufficient to effectively deter unauthorized use of Government property, theft, vandalism, sabotage, etc. All security guard surveillance and patrol personnel shall be alert to and report fire and safety hazards, perform duties outlined in MMAC contingency plans for bomb threats, demonstrations, unlawful strikes or gatherings, and emergency readiness. Requirements include crowd control, building

access control, and assisting search procedures.

11. All security guard personnel shall prepare Security Irregularity Record, AC Form 1600.26, concerning all violations of Federal, State, or local laws and FAA regulations, which they observe. These reports shall be submitted to the COTR, FSC and SSE.
12. Security guards shall assist stranded or lost motorists and pedestrians as appropriate and when such assistance does not diminish or interfere with the security of the MMAC.
13. Provide Lost Prevention Specialist (unarmed position) for the FAA Logistic Center, Logistic Support Facility and Technical Support Facility as required to support FAALC security requirements. Maintain posts at the east entrance from 5:30 a.m. to 6:30 p.m. and the west entrance from 5:30 a.m. to 9:30 p.m., Monday through Friday, including the west entrance on Saturdays from 7:30 a.m. to 4:30 p.m. except for Federal holidays. Working hours for the TSF east post will be from 5:30 a.m. to 6:30 p.m. Monday through Friday, except for Federal holidays. Post requirements include checking identification media, issuing FAALC visitor badges, requesting escorts from FAALC personnel, checking packages, and checking property removal documentation. Post hours may be changed in accordance with FAALC security requirements normally with a three (3) day coordination to the contractor. (CLEET License not required for this position) *Revised January 18, 2005*
14. Visitor Center. Working hours will be from 5:30 a.m. through 5:30 p.m., Monday through Friday, except for Federal holidays. Requirements of the security guards include checking vehicle identification media, checking personnel identification media, issuing parking permits, issuing visitor badges and conducting positions identification checks as required. Maintaining DOT/FAA visitor Register, FAA Form 1600-8. Contacting MMAC Organizations in order to provide escort services for personnel. Providing vehicle escort services for other MMAC organization functions in support of official Government business. Conducting visual inspections of POV's and/or verifying manifest for commercial deliveries to the MMAC.
15. FAA Commercial Vehicle and Construction Processing Center. **(ILS Processing Facility)** Working hours will be from 5:30 a.m. through 5:30 p.m., Monday through Friday, except for Federal holidays. Requirements of the security guards include checking commercial vehicles identification media, checking personnel identification media, conducting visual inspections of POV's and/or verifying manifest for commercial deliveries to the MMAC, issuing visitors parking permits, issuing visitor identification badges and conducting positions identification checks as required. Maintaining DOT/FAA visitor Register, FAA Form 1600-8.
16. VTD Guard Station. Working hours will be from 5:30 a.m. through 6:30 p.m., Monday through Friday, except for Federal holidays. Requirements of the security guards include checking vehicle identification media, checking personnel identification media, issuing visitors parking permits, issuing visitor badges and conducting positions identification checks as required. Maintaining DOT/FAA visitor Register, FAA Form 1600-8.

17. Commercial Vehicle and Construction Processing Center (Screening Personnel).

Working hours will be from 7:00 a.m. through 3:30 p.m. Monday through Friday, except for Federal holidays. Requirements for the security guards will be to conduct visual checks of all parcels and packages to determine if there is a viable threat to the MMAC. The parcels will vary in size and shape and will weigh up to 75 lbs. All security guards shall be trained by U.S. Postal Service or an authorized and certified inspector tainer for an inspection process for all incoming parcels and mail.

18. MMAC Visitor Center - Data Processing Clerk, (non-guard position). Working hours will be 8:00 a.m. to 4:00 p.m., Monday through Friday, except for Federal holidays. Consolidate and entry all vehicle and personnel data/information from the DOT/FAA Visitor Register, FAA Form 1600-8, from all entrance post utilizing the ACSMS computer base program. The data clerk shall have one (1) year experience using Microsoft Office Software and must be able to type 40 words per minute.

19. FAA Commercial Vehicle and Construction Processing Center - Data Processing Clerk, (non-guard position). Working hours will be from 5:30 a.m. through 5:30 p.m., Monday through Friday, except for Federal holidays. Requirements of the data clerk include checking personnel identification media, issuing visitors parking permits, issuing visitor identification badges as required. Maintaining DOT/FAA visitor Register, FAA Form 1600-8. Consolidate and entry all vehicle and personnel data/information from the DOT/FAA Visitor Register, FAA Form 1600-8, from all entrance post utilizing the (ACSMS) computer base program. The data clerk shall have one (1) year experience using Microsoft Office Software and must be able to type 40 words per minute.

20. Pass and Identification Office - Data Clerk, (non-guard position). Working hours will be 8:00 a.m. to 4:00 p.m., Monday through Friday, except for Federal holidays. Pass/ID Office: Entering personal data information from DOT F 1681, Identification Card/Credential Application, AC Form, and Application for Keys, AC Form, 1600-16, Vehicle Registration into ACSMS program. Issuing MMAC decals and DOT/FAA identification media. The data clerk shall have one (1) year experience using Microsoft Office Software and must be able to type 40 words per minute. (CLEET License not required for this position) *Revised January 18, 2005.*

21. Conduct security guard patrols of the MMAC and FAA leased facilities perimeter security fence line and all secuirty gates twice per shift Monday through Friday, including Federal holidays and weekends. Report all discrepancies on security Irregularity Record, AC Form 1600-26.

All positions identified under the SOW may be discontinued with a two-week notice and/or have operating hours reduced.

C.3.5 Access Control

The Contractor is responsible for the daily securing/locking of doors. This requirement normally is accomplished between 4:30 p.m. and 6:30 p.m.

Approximately 300 doors and 24 gates shall be checked and secured if found unlocked. All doors and gates will be checked at least twice per shift, except 7:00 a.m. through 6:00 p.m., excluding federal holidays. The Contractor must ensure that all designated doors and gates are unlocked at their assigned times. The schedule for locking and unlocking shall be approved by the SSE.

The Contractor shall comply with any changes to the established schedule forwarded by the COTR.

C.3.6 Staff and Maintain Dispatcher Office

The Dispatcher Office is the control point for security guard activity. It is the focal point for all coordination and communications and shall be operated 24 hours per day, 7 days a week, without exception.

Duties of the Dispatcher Office include maintenance of visitor register, monitoring intrusion and fire detection alarms, dispatching patrols to the site of all alarms for investigation, monitoring card access systems and CCTV systems, and serve as information center to all visitors and/or employees.

C.3.7 Staff and Maintain Identification Processing Office

The Contractor shall staff the Identification Processing Office with three security guard personnel. The personnel selected shall be approved by the COR. The Identification Processing Office shall be open 7:00 a.m. through 4:30 p.m. Monday through Friday, excluding federal holidays. One security guard shall be in the Identification Processing Office at the above times. Requirements of the office are as follows:

1. Make and issue keys, maintain records relating to control and issuance of keys, install remove and combine cores, and maintain records relating to control, use and locations of cores.
2. Prepare official identification media by utilizing computer based digital identification system combined with the ACSMS and Access Gold programs.
3. Register and issue vehicle decals and process temporary Visitor Parking Permits, AC form 1600-44.
4. Take Government employee and Contractor fingerprints and complete fingerprint cards for the SSE. All cards shall be completed within three days of the date the fingerprints were taken.
5. Maintain current inventories of unused identification keycard badges, cores and keys.

6. Consolidate and enter data in the Access Gold program for building intrusion, update building lock and unlock schedule, and provide appropriate notification to Project Manager and/or printouts to the dispatcher.
7. Update and maintain current personnel security records for keycard badge system, metal keys and vehicle identification.

C.3.8 Fire Detection and Intrusion Alarm System Control

The Contractor shall ensure that all alarms are activated and operable according to schedules, which normally coincides with locking and unlocking schedules. Security guard personnel shall respond to all alarms and take action as required to ensure security and protection of Government property and/or equipment including providing escort for fire fighting equipment dispatched from both the City of Oklahoma City Fire Department and OK City Airport Fire Department to the MMAC. The dispatcher is responsible for notification to CCMS operator, as appropriate, of any malfunctions or false alarms for repairs and/or resetting of devices in accordance with procedures approved by the COR.

C.3.9 Parking and Traffic Control

The Contractor shall enforce parking and traffic regulations IAW appropriate orders and regulations listed in Technical Exhibit One. When necessary, citations for violations can be issued as part of the enforcement program. As required security guard personnel will direct traffic on access roads and at intersections internal to MMAC leased property, check parking lots for unauthorized vehicles, assist visitors with directions and other problems as appropriate, and conduct specialized studies and surveys as requested by COR.

C.3.10 Response to Emergency Situations

Published emergency telephone numbers are connected to equipment in the Dispatcher's Office. The security guard dispatcher is responsible for answering these telephones. In a medical emergency, the dispatcher will obtain the necessary information and dispatch a patrol unit to the appropriate location. If necessary, the patrol unit will administer first-aid, to include Cardiopulmonary Resuscitation (CPR) and/or the use of Automatic External Defibrillator (AED), and request assistance from the Airport Fire Department Rescue Squad and/or ambulance service as required. The dispatcher shall advise if the emergency is for a coronary situation. Upon receiving a request for ambulance service the dispatcher will obtain the person's name, organization, and telephone extension. If there is a fire or any other type emergency, the dispatcher will obtain all available information and initiate appropriate action necessary to eliminate the emergency. The Contractor shall notify the COR any time emergency conditions and/or vehicles are at the MMAC.

C.3.11 Transportation or Escort of Government Funds

When requested the Contractor shall provide escort services for Government fund transactions between Government offices and/or buildings and the FAA Credit Union. Security guard personnel serving, as escorts shall proceed directly from the office in which the Government funds are obtained and proceed directly to the specified depository. While transporting

Government funds, security guard personnel shall not respond to any other requirement until delivery of the funds to the appropriate depositor has been accomplished.

C.3.12 Data and/or Reports

The Contractor shall submit to the COR a monthly status report of all work accomplished during each month of contract performance. Information contained in the report shall include, but is not limited to, difficulties encountered and solutions thereto, anticipated problems which may affect the progress of work, difficulties involving personnel, cost, etc., and a brief statement of any significant change which is planned in the course of the work. The report shall be in a narrative form, brief and informational in content, and shall be submitted in reproducible original and two copies by the 5th working day of the month following the reporting period.

In addition to the monthly reports the Contractor shall be required to provide any and all special reports including daily, weekly and monthly reports as required and/or requested by the CO, COR and/or FMS.

The Contractor shall compile and maintain, or submit as scheduled to the COR, unless otherwise indicated, reports as follows:

- | | |
|--|--|
| a. Monthly Parking/Traffic Citation Report..... | Submit Monthly |
| b. Radio Dispatcher Log (AC Form 1600.25)..... | Maintain for Two Years |
| c. Security Irregularity Record
(AC Form 1600.26) | Submit Daily |
| d. Vehicle Registration Log | Maintain Permanently |
| e. Keycard Badge Ledger..... | Maintain Permanently |
| f. Security Activity Report (AC Form 1600.37)..... | Submit Monthly |
| g. Parking/Traffic Notice of Violation
(AC Form 1600.1) | Maintain Completed and
Pending Notices, and
Furnish Monthly Summary
Reports |
| h. Visitor Register (FAA Form 1600.8) | Submit Monthly and Maintain for
Two Years |
| i. Property Removal Record (FAA Form 4650.2)..... | Submit Monthly to AML-2 |
| j. Training Report..... | Submit Monthly |
| k. After Hours Check Report | Submit Monthly |
| l. Personnel Status Report containing | Submit Monthly |

- (1) Name of Security Guard
- (2) Expiration Date of Medical Examination
- (3) Expiration Date of Firearm Qualification
- (4) Expiration Date of First Aid Qualification
- (5) Expiration Date of CPR Qualification
- (6) Expiration Date of Commission/Deputization

- | | |
|--|--|
| m. Permanent and Temporary Handicapped | Submit Weekly and Maintain Permanently |
| Parking Requests and Assignments | |
| n. Drug Free Certification | Submit Annually |
| o. Motor vehicle count coming onto the MMAC..... | Submit Daily |
| p. Security Duty Roster | Submit Daily |

The Contractor shall keep two picture folders of current security guard personnel updated at all times. One folder shall be provided to the COR and the other folder will be located in the Project Manager's office. In addition, a picture folder of terminated security guard personnel, located in the SSE office shall be updated and kept current by the Contractor.

The Project Manager shall develop, write, and keep updated specific guidelines, general orders, special orders, and temporary orders for each patrol unit and/or guard position and submit to the CO and/or COR by November 1, of each year. Such documents shall be amended, corrected, or changed as deemed necessary by the COR.

C.3.13 Recall System

The Contractor shall provide an employee recall system with the capability of contacting and recalling off duty personnel up to four (4) per shift. Personnel shall be on-site within one (1) hour of the Contractor's receipt of the COR recall authorization. Situations which may result in recalls include riots, civil disturbances, or other large gatherings of people where, in the opinion of the COR/FSC/SSE, a threat exists to life and property.

C.3.14 Contract Guard Requirements and Qualifications

The Contract guards shall be armed, organized, trained, and equipped to perform functions in support of the FAA Facility Security Management Program for the protection of personnel, assets, and facilities. The authority of guards varies in accordance with the location and ownership of the facility concerned and applicable local, state, and federal laws. The following basic qualifications shall apply to all individuals employed or being considered for employment as a guard under this contract.

C.3.15 Citizenship

The Contractor shall utilize, without exception, United States citizens for the performance of this contract. The Contractor shall be wholly United States owned and operated.

C.3.16 Personal Traits

The Contractor shall ensure guards assigned to duties under this contract will be expected to:

1. Exercise good judgment.
2. Interact with people in a positive manner.
3. Maintain a high level of performance.
4. Input security related data in security computer systems.

C.3.17 Education Experience

Guard personnel shall, as a minimum, possess a high school education diploma or General Equivalency Diploma (GED) certificate, have two (2) years of experience for armed guards and one (1) year of experience for unarmed guards, demonstrating the ability to:

1. Meet and deal with the general public.
2. Read, understand, and apply printed rules, detailed orders, instructions and training material.
3. Construct and write clear, concise, accurate and detailed reports.
4. Maintain poise and self-control under stress.

C.3.18 Writing and Communication Skills

The Contractor shall certify in writing to the CO/COTR that each guard is fluent in speaking, reading, writing, and understanding written reports, orders, guidelines, and instructions in English and is able to write official reports in English that are grammatically correct and technically accurate.

C.3.19 Physical Exam/Drug Test

The Contractor shall ensure that each guard receives a physical examination and drug test. Each test shall be completed 30 days prior to any guard assuming duties under this contract.

The Contractor drug testing shall certify in writing to the CO/COTR prior to any guard assuming duties under this contract, and every year thereafter, positive evidence that the guard has passed a mandatory drug test, examined by a licensed medical doctor, and determined to be physically fit to perform the normal duty functions of a guard. In addition to the requirements stated herein, the examination shall cover, as a minimum, the following:

1. An evaluation as to whether the individual is in good general health, without any physical defects or abnormalities, which would interfere with job performance.
2. A determination that the individual is free of any communicable disease.

3. A determination that the individual possesses binocular vision correctable to 20/30 (Snellen) and is not color blind.

4. A test of hearing capability to determine if the individual is able to hear normal conversation at 20 feet and whispered conversation at 10 feet without the benefit of a hearing aid.

5. Inoculation for immunizations to include Hepatitis A and B.

(NOTE: If state or local medical qualification standards for security officers are more stringent than those indicated above, the state and local standards shall apply.)

C.3.20 Physical Fitness Report

Before assuming duties, the Contractor shall certify in writing to the CO/COTR, each guard has been medically examined and determined to satisfactorily meet the medical qualification requirements. These requirements shall apply to both the initial medical certification prior to beginning employment and for required annual medical certifications, thereafter. The certification shall be submitted to the CO /COTR no less than 15 days prior to beginning on duty. The results of a mandatory drug test/screening test shall be part of the annual physical fitness report.

C.3.21 Age Qualifications

The Contractor shall ensure that at the time of employment, each guard is at least 21 years of age.

C.3.22 Physical Condition

The Contractor shall ensure that each guard shall be in good physical condition, be able to protect themselves and others, and withstand sudden emotional stress and physical exertion in apprehension of suspects and violators. Pursuit may be on foot, requiring running, jumping, climbing, and/or crawling, followed by physical contact to overpower the violator, as necessary.

C.3.23 Other Physical Requirements

The Contractor shall ensure that an individual who has been incapacitated due to serious illness, injury, disease, or surgery/operation, which could interfere with the effective performance of assigned duties, shall, prior to resumption of such duties, provide medical evidence of recovery and ability to perform.

C.3.24 Medications (Prescribed, Non-Prescribed, Intoxicants)

The Contractor shall ensure that no Contract Guard or Contractor employee will possess, sell, consume, or be under the influence of medications, intoxicants, drugs, or substances, which produce similar intoxicating effects while on duty. The Government reserves the right to direct the Contractor to remove an employee from the work site for failure to comply.

The Contractor shall comply with 14 Code of Federal Regulation, Part 91, Section 17, Alcohol or Drugs.

C.3.25 Random Drug and Alcohol Testing

Contractor shall conduct random drug and alcohol testing on all guards working on this contract, including driver (courier) personnel and submit results to the CO and COTR.

C.3.26 Standards of Conduct

The Contractor shall maintain satisfactory standards of employee competency, conduct, appearance, and integrity, and for taking such disciplinary action against employees as necessary. Each Contractor employee is expected to adhere to standards of conduct that reflect credit upon themselves, their employer, the FAA, and the Federal Government. The Government reserves the right to direct the Contractor to remove an employee from the work site and/or this contract for failure to comply with the standards of conduct.

The Contractor shall initiate immediate action to replace such an employee to maintain continuity of services at no additional cost to the Government.

C.3.27 Disorderly Conduct

Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be condoned. Also included is participation in disruptive activities, which interfere with normal and efficient Government operations. The Government reserves the right to direct the Contractor to remove an employee from the work site for failure to comply with the Disorderly Conduct clause.

C.3.28 Neglect of Duties

The Contractor's neglect of duties shall not be condoned. This includes, but is not limited to, sleeping on duty, intoxication, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours, and refusing to render assistance or cooperate in upholding the integrity of the work site security. The Government reserves the right to direct the Contractor to remove an employee from the work site and/or this contract.

C.3.29 Bonds

The Contractor shall provide all official bonds required, and pay all fees or costs involved or related to the authorization for the arming of all employees engaged in providing services specified under this contract.

C.3.30 State and Local Licenses

The Contractor shall ensure all Contractor guard personnel are licensed by the State of Oklahoma as required by the Oklahoma Security Guard and Private Investigator Act, and all other applicable local, State and Federal laws and regulations are met without additional cost to the FAA.

C.3.31 Authority and Jurisdiction

The authority of Contractor personnel to detain and/or make arrests shall be that of private citizens as defined by the laws of the state(s) in which performance takes place; and each member of the guard force shall be under a duty by virtue of his/her employment under this contract to exercise that authority in the manner directed by this contract, including the Guard Manual. The guard force shall be familiar with and comply with the limits of the jurisdiction defined in the Guard Manual.

C.3.32 Records and Reports

The Contractor shall maintain records and prepare reports as set forth in section C.3.12, Data and/or Reports. A copy of all reports shall be maintained on-site and available for inspection by the Government at all times.

C.3.33 Investigations

Periodically, the Contractor may be required to make written and oral statements to the Servicing Security Element, the Federal Bureau of Investigation, or other agencies due to the nature of a particular incident. Any written statements provided shall be considered a report under the terms of the contract.

C.3.34 Criminal Actions

Contractor employees may be subject to criminal actions as defined by Title 18 United States Code and any other applicable law. These include, but are not limited to:

1. Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omission from official documents or records.
2. Unauthorized use of Government property, theft, vandalism, or immoral conduct.
3. Unethical or improper use of official authority or credentials.
4. Misuse of weapons.
5. Security violations.

C.3.35 Daily Work Schedule

The Contractor shall provide a daily work schedule, which indicates specific hours of the day that each post will be staffed, the guard's name and the number of personnel per post. Other known requirements, such as scheduled escort services, scheduled courier services, and scheduled fire/evacuation drills shall also be shown on the schedule. The Contractor shall submit this work schedule to the COTR daily prior to the beginning of each day. COTR shall be notified of any changes to the daily work schedule.

C.3.36 Contractor Pre-Employment Investigation

The Contractor shall be required to certify in writing to the CO that each guard has successfully passed a pre-employment suitability investigation in accordance with FAA Order 1600.69B, FAA Facility Security Management Program, before the guard is assigned to the FAA facility.

The Contractor shall be required to conduct or have conducted a suitability investigation for each individual. The investigation shall include the following:

1. Search of police files in the area of residence.
2. Inquiries of former employers for a period of 5 years.
3. Information that may reflect on the suitability of the guard to perform security duties under this contract.

The Contractor shall provide the results of the investigative reports for each guard to the CO not later than 10 days prior to beginning duty.

C.3.37 Personnel and Industrial Security Requirements

All guard Contractor personnel shall be subject to a personnel security investigation. The Contractor shall submit completed applications for this background investigation to the CO not later than 10 days prior to beginning duty as a FAA contract guard. FAA Order 1600.1 Personnel Security Program, Appendix 9, Investigating Contractor Employees, provides FAA policy relating to personnel and industrial security requirements.

In order to protect the security interests of the government, and those transportation industry activities releasing proprietary information to the FAA, all Contractor employees assigned to perform service under this contract will, as a minimum, be the subject of a favorably adjudicated personnel security investigation.

Investigations will be accomplished through the FAA at no cost to the Contractor. The CO shall obtain an original Standard Form 85P, Questionnaire for Public Trust Positions, and one Standard Form FD-258, Fingerprint Cards, for each required check. The Contractor employee must date and sign both copies of the Standard Form 85P. The completed forms are submitted to the SSE at least 10 days prior to reporting for duty. The CO shall maintain copies of the guards facility clearance and investigations on file.

C.3.38 Employment of Government Personnel

The Contractor shall not hire off-duty Government employees whose employment would result in a conflict with Office of Personnel Management (OPM), Department of Transportation (DOT)/FAA Regulations, and any other Federal Code.

C.3.39 Convictions

C.3.39.1 Felony Convictions

The Contractor employee shall have no felony convictions and no convictions that reflect on the individual's suitability. Requirements for this contract may fall under other FAA Regulations prohibiting employment. Where contracts require access to airport operations areas the Contractor will comply with the Federal Aviation Regulation, part 107.

C.3.39.2 Misdemeanor Convictions

The Contractor shall ensure that all armed and unarmed guards working on this contract are in compliance with the Lautenberg Amendment.

C.4 Government-Furnished Property and Services

The Government will provide, without cost to the Contractor, the property and services indicated below. The Government-furnished property and services provided as part of this contract shall be used by the Contractor only to perform services under the terms of this contract.

C.4.1 Equipment and Installed Property

The Contractor will obtain from the Government the equipment and installed property identified in Technical Exhibit Three. The GFE shall not be removed from the MMAC without prior written consent from the COR. GFE shall be managed and accounted for in accordance with the Government property clause of this contract.

C.4.2 Facilities

The Contractor shall utilize the office, dispatch, and Pass & ID office space in the Headquarters Building, guard stations at FAALC Gate 20, entrances to the MMAC, TRW entrance Visitor Center and ILS Processing Facility. No alteration to the facilities shall be made by the Contractor without specific written permission from the COR.

C.4.3 Government-Furnished Material

The Contractor will be furnished materials to perform the services identified in this SOW as identified in Technical Exhibit Three. These materials shall be jointly inventoried at the start of the phase-in period by the Contractor and Government representative.

C.4.4 Other Government-Furnished Documents and Forms

Government forms, regulations, directives, and computer paper will be furnished to the Contractor. Initial supply of these items will be available at the phase-in period. The Contractor shall establish requirements for subsequent needs, prepare requisitions for such requirements, and submit them to the COR.

C.4.5 Property Control Procedures

The Contractor shall conform to the requirements of FAR Part 45.5 concerning management of Government-furnished property. The Contractor is directly responsible and accountable for all Government property in his possession during performance of this contract. Adequate property control records must be maintained by the Contractor's property control manager. The Contractor shall prepare and submit draft property control procedures to the COR within 30 days after award of the contract. These procedures must be approved by the COR pursuant to the terms of the contract.

C.4.6 Initial Government-Furnished Property Inventory

Not later than 30 working days prior to start of the performance period, the Contractor and a Government representative shall conduct a joint inventory for Government-furnished property addressed in Technical Exhibit Three. The Contractor shall provide a receipt for property provided by the Government. The Contractor and Government representative shall jointly determine the working order and condition of the equipment. Items of property missing or not in working order shall be reported to the COR immediately upon completion of the initial inventory. The Government will replace or repair any missing or defective Government-furnished property necessary for accomplishment of services required by the SOW. The COR will provide disposition instructions for items beyond repair. The Contractor and COR shall certify their agreement on working order and discrepancies in a written report. If the Contractor does not participate in the inventory, the Contractor must accept, as accurate, the listing and stated condition of equipment provided by the Government.

C.4.7 Annual Inventory

The Contractor shall inventory all material and equipment, identified in Technical Exhibit Three, at least once each year during the second quarter of the fiscal year. Since the FAA Property Administrator will normally participate in the inventories, the Contractor shall coordinate with the COR and/or FAA Property Administrator before taking an inventory. Throughout the performance period, the Contractor shall ensure that the equipment inventory listing is current, complete, and accurate.

C.4.8 Phase-Out Inventory of Government-Furnished Property

At completion of the performance period, a joint inventory of property shall be conducted by the Contractor and Government representative. The Contractor shall be liable for loss or damage to Government-furnished property beyond fair wear and tear in accordance with the clause of the contract entitled "Government-furnished Property". Compensation for replacement of lost property or property damaged beyond fair wear and tear shall be affected either by withholding amount owed to the Contractor or by direct payment by the Contractor; the method of compensation will be determined by the CO and/or COR. In the case of damaged property, the amount of compensation due the Government by the Contractor shall be the actual cost for repair, provided such amount does not exceed the replacement cost of equipment. For items lost or damaged beyond economical repair, the amount of Contractor's liability shall be the depreciated replacement value of the item. Determinations of economical repair and replacement values shall be provided by the CO and or COR. Any failure of the Contractor to agree with such determination shall be treated as a dispute over a question of fact pursuant to the contract clause entitled "Disputes".

C.4.9 Disposition of Property

When property is determined, by joint agreement between the Contractor and COR, to be beyond economical repair or becomes obsolete, the property will be returned to the Government in its entirety. Upon completion of the performance period, remaining Government property shall be returned to the Government.

C.4.10 Obtaining Additional Government-Furnished Equipment

The Contractor shall submit requests for additional Government-furnished equipment required in the performance of the contract. The Contractor shall submit such requests in writing to the COR.

C.4.11 Equipment Repair

The Contractor shall be liable for loss or damage to Government-furnished equipment beyond fair wear and tear in accordance with the terms of the contract. In the case of damaged property, the amount of compensation due the Government by the Contractor shall be the actual cost of repair. Failure of the parties to agree on repair costs shall be treated as a dispute under the "Disputes" clause of the contract.

C.4.12 Replacement of Equipment

The Government may replace, as required, GFE when due to fair wear and tear, and it is no longer usable for its intended purpose. The Contractor shall submit requests for replacement of GFE required for the performance of the SOW to the COR.

C.4.13 Unused Government-Furnished Equipment

The Contractor and the COR shall jointly inventory all GFE after 120 days from the phase-in period to identify all GFE not required for performance of the SOW. The Contractor shall release all unused GFE identified to the COR.

C.4.14 Damage Reports

In all instances where Government property or equipment are damaged by Contractor's employee, the Contractor shall provide a verbal report to the COR within 4-hours of occurrence. A complete typed original report shall be delivered to the COR within 24-hours of occurrence, explaining the circumstances of the accident and the extent of damage. Liability for loss or damage and cost for repair or replacement of Government property shall be governed by the terms of the contract.

C.4.15 Services

The Government will furnish the following services at no cost to the Contractor except as otherwise stated.

C.4.16 Utilities

Utilities (electricity, water, sewer, air conditioning and heat) shall be furnished to the Contractor without charge from existing outlets and supplies.

C.4.17 Telephone Services

The Government will provide existing local telephone services and telephone equipment to Contractor personnel necessary to accomplish work identified in this SOW. The Contractor shall use Government provided telephone service only for official Government business. The Government telephone service shall not be used for personal other business not related to this contract. Contractor personnel shall not relocate Government-furnished telephone equipment or in any way tamper with the telephone distribution system. The Contractor shall notify the COR when relocation, maintenance, or repair of telephones is required.

C.4.18 Real Property Maintenance

The Government will provide maintenance and repair of real property facilities.

C.4.19 Center Services

The Government will provide fire prevention and protection, inspection and maintenance of Government-furnished fire extinguishers and systems, pest control and janitorial services.

Government forms, regulations, directives, and computer paper will be furnished by the Government. Initial supplies of these items will be available at the phase-in period. The Contractor shall establish requirements for subsequent needs, prepare requisitions for such requirements and submit them to the COR.

C.5 Contractor Furnished Property

The contract requires that the Contractor shall provide employees all necessary equipment to perform their duties in a competent, capable, and efficient manner.

The Contractor shall make the following typical equipment available to guard personnel to perform normal functions: firearms, first aid kits (in security vehicles only) and hand held (D size 3cell) high power flashlights, key control containers, and such other items as the FAA may deem necessary.

C.5.1 Firearms Equipment Requirements

Minimum firearms requirements include the following:

1. Only upon successful completion of the required firearms qualifications and compliance with certification requirements shall a firearm, by serial number, be furnished by the Contractor to each guard and supervisor for duty use at FAA facility. Only the weapon with which the guard has qualified shall be used. Personal weapons shall not be used.
2. Firearms shall only be a .38 caliber, 4" barrel, and standard police service type revolver. Other types of weapons loaded with .38 caliber ammunition will not be acceptable as a substitute. Firearms shall be of U.S. manufacture only.
3. Firearms maintenance shall be performed on a weekly basis or more frequently, if weather conditions require, to ensure optimum operating condition. The Contractor shall provide all needed cleaning supplies for this function.
4. Modifications to issued firearms are not permitted with the exception of handgrips and sights. Qualification must be performed with the alteration in place and not simply removed and added before and after each qualification.
5. The Contractor shall provide a list of serial numbers of firearms to be used or stored on the premises to the COTR prior to the performance date. This list shall be kept current.
6. The Contractor shall provide ammunition for authorized firearms. Each guard, entering on duty, including the on-site supervisor(s), shall be issued twelve (12) rounds of .38 caliber 125-grain hollow point ammunition. Six (6) rounds shall be used as a firearm load with six (6) rounds carried in a cartridge case. Ammunition shall be inspected and cleaned daily to ensure its safe and effective use. Ammunition shall be of U.S. manufacture only.
7. The Contractor shall provide 100 rounds of .38 caliber ammunition stored on site in an approved General Services Administration (GSA) container acceptable for storage and available to guards to accommodate emergencies and in the event additional services are ordered.

C.5.2 Uniforms

The Contractor shall furnish all security guard personnel (full and part-time) with appropriate uniforms including insignia of rank. All Contractor's personnel shall be in full and proper uniform while on duty. Each uniform shall consist of the following items and be in the weight indicated to the maximum extent possible, considering geographical and climatic conditions. The uniforms color(s) shall be the same as that in general use by large guard or police organizations in the United States. However, it must be distinctive, conservative, and maintain uniformity of appearance. Shoulder patches with Contractor identification and not larger than 4 ½ inches by 4 ½ inches shall be worn on the uniform's left shoulder. No other Contractor identification is to be worn or displayed on the uniform. Appropriate style and design of these items shall be provided for both male and female security guard personnel. The CO or COR shall have final approval as to acceptance or non-acceptance of the uniforms.

1. Winter Parka with removable hood or duty coat (1)-each
2. Lightweight jacket (bomber style) (1)-each
3. Trousers, un-cuffed, 6 to 9 oz 65% polyester and 35% cotton *
4. Cap, winter/summer regulation police or other acceptable to the COR;
5. Raincoat, nylon coated (jacket/overall with hood) (1-each)
6. Overshoes (1-pair);
7. Gloves, black leather and lined (1-pair);
8. Belt, Sam Brown, with holster, nylon web (1-each);
9. Safety vest (bright fluorescent orange) Title (Security) (12-total);
10. Shirts, poplin, long sleeve for winter and short sleeve for summer.
11. Neckties clip on type (3-each)
12. Security Guard badges with individual serial numbers, which identifies all personnel as Contractor's security guard personnel (1-each for hat, shirt, and coat).
13. Subzero clothing (jacket/overall with hood) (color black) (7-total);
14. Peerless handcuffs or equal, made from Grade A tempered steel with nickel finish, nylon web case (1-set each);
15. Subzero clothing (Insulated Overalls) - (color black) (10-total)

* Full time employees shall have 5 each of shirts/pants and part time employees shall have 3 each shirts/pants. Work boots and/or shoes (black in color) shall be provided by individual contractor personnel.

The Contractor shall furnish all driver (courier) personnel appropriate uniforms consisting from the above items: 1, 2, 3, 4, 5, 6, 7, 11 and 15. Each uniform shall be in the weight indicated to the maximum extent possible, considering geographical and climatic conditions. Driver (courier) personnel uniforms shall be distinct from security guard uniforms.

Each security guard shall furnish and wear compatible shined shoes and dark socks with the above uniform. Uniforms shall be kept in clean, pressed, and un-tattered condition. Contractor shall furnish additional uniform to keep the security guard force in professional looking appearance at all times. All guard personnel will wear prescribed uniforms. Deviations are not acceptable other than may be necessary in the interest of health and safety. High standards of personal appearance will be maintained at all times.

Female security guard personnel working the 7:00 a.m. through 4:30 p.m. shift(s), in the Identification Processing Office, may with the concurrence of the on-site Project Manager and COR, wear an appropriate style and color uniform skirt in lieu of trousers.

C.5.3 Vehicles

The Contractor shall provide all vehicles necessary for the performance of this contract. All vehicles shall be kept in a safe fully operable condition at all times with a valid state safety inspection sticker from the State of Oklahoma. All fuel, oil, lubricants, and maintenance shall be provided by the Contractor. All vehicles shall be identically painted in a white color. All vehicles shall be clearly marked (front, rear, and both sides) with distinctive insignia containing the word "SECURITY" in letters at least four inches in height, in a black color. Each vehicle shall have a handheld or fixed search light with a minimum of 100,000 candlepower, and a public address system. The Contractor shall furnish thirteen (13) security patrol vehicles with two being a four-wheel drive full size pick-ups suitable for use on streets and highways. Scooters, electric carts and/or other such motorized vehicles are not acceptable. The vehicles shall be approved by the COR and shall be equipped with the following:

1. Emergency light bar consisting of green flashing emergency beacon and rear facing amber flashing lights;
2. Side mounted spotlight;
3. Traffic emergency kit;
4. First Aid Kit;
5. Patrol vehicle identification signs/markings meeting requirements of FAA and Oklahoma City Police Department on both sides and rear of vehicle;
6. Style and color of patrol vehicles shall meet Oklahoma City Police Department requirements.

In the event one of the patrol vehicles are not available for use for any reason, a back-up patrol vehicle(s) shall be furnished by the Contractor and used until primary vehicle is back in service. Any back-up vehicle shall be equipped with, at minimum, an emergency flashing light and magnetic signs on the sides identifying the vehicles as security patrol vehicles. Back-up vehicles shall be the same type as the Contractor furnished patrol vehicles.

C.5.4 Property

Contractor furnished vehicles and equipment shall be identified as Contractor property. All Contractor furnished vehicles and equipment shall be in an operable condition and meet all local, State, and Federal safety requirements. Vehicles and equipment identified as not meeting the above safety requirements, by inspection of the COR, shall be removed from service within one hour of notification and repaired or replaced at Contractor's expense. Except for **minor** on-site repairs, the Contractor shall remove from MMAC, within 24-hours, any vehicle which becomes inoperative or which breaks down during operation.

C.5.5 Preventative Maintenance Program for Contractor Vehicles

Contractor vehicles shall have a written and approved Preventative Maintenance program established for each vehicle on site for review by the COR. Mileage for Contractor

vehicles may not exceed 80,000 miles per vehicle without written authorization by the COR. The Contractor shall furnish thirteen (13) vehicles with two (2) being four-wheel drive full size pick-ups.

C.5.6 Administrative Supplies

The Contractor shall provide all day to day administrative supplies (i.e. pens, paper, folder(s), binder(s), etc.) required for compliance with the requirements of this contract.

C.5.7 Copier Equipment and Supplies

The Contractor shall provide all necessary reproduction/copying equipment and supplies required for compliance with the requirements of this contract.

C.5.8 Fuels

The Contractor shall be responsible for furnishing vehicle fuels for Contractor owned vehicles.

C.5.9 Permits

The Contractor shall, at no additional cost to the Government, obtain all appointments, licenses and permits required for security guard services IAW the SOW and for complying with all applicable local, State, and Federal laws. The above requirements shall be provided to the CO at the start of the phase-in period, and shall be kept current through the completion of the contract.

C.5.10 Pager/Cell Phone

The Contractor shall be responsible for providing a pager and cell phone for the Project Manager.

C.6 Firearms Requirements

The Contractor shall ensure that guards shall not be issued firearms until they have been properly trained in their use and handling and there is documentation certifying their training and qualification. Contractor personnel may not carry or use chemical irritants.

C.6.1 Firearms Proficiency Training and Qualification

The Contractor shall ensure that each guard required to carry a weapon shall be trained and qualified to meet the minimum standards specified in FAA Order 1600.69B, FAA Security Management Program, Chapter 4, Section 3, including initial training and qualification, quarterly sustainment training, and annual re-qualification. The Contractor shall ensure that no guard shall bear a firearm on the facility or be assigned to an armed post until a written certification of qualification has been provided to the CO/COTR, and the guard has successfully completed training in the use of deadly force. The FAA reserves the right to witness firearms qualifications. The Contractor shall notify the COTR/FSC 15 days prior to scheduled qualification.

C.6.2 Possession of Privately Owned Firearms in or on FAA-Owned or Leased Property

The Contractor shall ensure that all guards while in or on FAA-owned, FAA-leased, or GSA-leased property, including vehicles, shall comply with the following:

1. No person shall carry or have in their possession, including their personal vehicle, firearms, or other weapons unless authorized by the FAA to do so in connection with his/her FAA official duties.
2. Guard personnel shall not carry or have in their possession firearms or other weapons except those specifically authorized in the FAA contract.
3. Firearms owned by the Contractor can be stored on FAA owned/leased property with the authority of the SSE in an approved storage container.

C.6.3 Reporting of Firearm Discharge

The Contractor shall ensure that all incidents involving the discharge of a firearm by a FAA employee or by guard personnel will be reported to the FSC/SSE/COTR

C.6.4 Individual Responsibility for use of Firearms

The guard personnel authorized to carry a firearm on FAA property are fully liable and responsible for actions taken involving the use of the firearm.

Procedures to be followed by the Individual:

Guard personnel responsible for the discharge of a firearm shall immediately notify his/her supervisor of the incident and the circumstances relating thereto.

1. The report shall include any injury or fatality, which may have resulted from the use of the firearm, including injuries resulting from accidental discharges.
2. In the event that the individual responsible is not able to initiate reporting action, it shall be the responsibility of his/her supervisor to make the report.

C.6.5 Incident Reporting for Discharge of Firearms

The Contractor shall submit a written report to the FSC/SSE/COTR at any time a firearm is discharged for any reason, whether intentionally or accidentally. This reporting requirement is mandatory regardless of whether or not personal injury resulted from the discharge.

C.6.6 Firearms Qualification Requirements

Firearms qualification shall, at a minimum, occur annually and within 12 months of the previous qualification. Qualification shall be with the identical firearm (by serial number) that will be used during regular tour of duty.

1. Range qualification shall be accomplished on a recognized law enforcement or other approved range under the supervision of a certified firearms instructor. The minimum passing score shall be 210 points out of a possible 300.
2. Each qualifier shall both wear and use the duty gear that is assigned for daily use. This is to specifically include the holster and reloading devices or aides (e.g. speed loaders).
3. The "course of fire" shall be the same as the GSA/Federal Protective Service (FPS) qualification course, Federal Law Enforcement Training Center Practical Pistol Course described in Figure 4-4, Contract Guard Firearms Qualification 38 Caliber Course of Fire.

C.6.7 Guard Certification

Guard certification shall be in writing and must specifically identify by name each guard who:

1. Has successfully completed firearms qualification within the preceding 12 months, list the score attained, the model and serial number of the qualifying weapon, and the date of qualification.
2. Has fully and successfully complied with **all** training requirements in the Facility Guard Manual.

The Contractors shall **not** issue a firearm to their employees until the Contractor has certified in writing to the CO that the individual has successfully completed the firearms qualification and training requirements as required.

C.6.8 Prohibited Actions

Guard personnel employed by the FAA are governed by the policies and procedures as established.

Personnel duly authorized to possess or carry firearms in the performance of their duties, law enforcement, or security activities shall use only such force as is necessary to overcome any opposing force or threat by rendering the person(s) incapable of continuing the activity which prompted the use of such force or weapon.

Deadly force is authorized only when the guard has cause to believe that another person poses an imminent threat of death or serious bodily injury to the guard or others.

A firearm shall only be drawn when it is intended to be used in the protection of life.

Firing at a fleeing person is not justified.

Firing from a moving vehicle or at a fleeing motor vehicle is prohibited.

Firing warning shots is prohibited.

C.6.9 Required Actions

Contractor weapons and ammunition shall be surrendered to the COTR/FSC/SSE upon request for examination of serviceability.

C.6.10 Failure to Comply with Certification Requirements

Contractor employees that are required to be armed and who fail annual certification requirements or do not comply with certification requirements shall be immediately removed from official FAA duty and **not be authorized** to carry a firearm until they again successfully meet all certification requirements. The Contractor shall provide certification documentation to that effect and it is accepted by the COTR.

C.6.11 Storage of Contractor Owned Firearms

Firearms and ammunition owned by the Contractor shall not be permitted or authorized to be storage on FAA property unless prior written approval from the COR has been obtained.

C.7 Training

C.7.1 General Training

The Contractor shall certify in writing to the CO/COTR that all guards assigned duties at FAA facilities have successfully met all state and local security officer training requirements prior to assignment to a position under this contract. In addition, guards shall have successfully completed facility and other training specified by this contract and any other training deemed necessary by the COTR, and FAA Order 1600.69B, FAA Facility Security Management Program. If there is no state or local mandated training, all guards shall be initially trained, at a minimum, in the following categories:

1. Care of Firearms. Guard personnel will comply with all firearms certification and proficiency training requirements in accordance with FAA Order 1600.69B, FAA Facility Security Management Program, Chapter 4, Section 3. (*armed guards only*). This is a mandatory training course totaling 4 hours per year.
2. Use of Firearms. Firearms will be used only in extreme emergencies requiring the protection of life and then only in accordance with FAA Order 1600.69B, FAA Facility Security Management Program, Chapter 4, Section 3. (*armed guards only*).
3. Jurisdiction and Authority. Training sessions shall include descriptions of the guard responsibilities and authority with respect to apprehension, search, seizure, and use of deadly force.
4. First Aid. Demonstrate proficiency in first aid, to include Cardio-Pulmonary Resuscitation (CPR) and the use for Automatic External Defibrillators (AED). This training will be the American Heart Association (AHA) and/or American Red Cross (ARC) certified training. This is a mandatory training course totaling 8 hours per year.
5. Emergency Responsibilities. Demonstrate proficiency in the use of emergency equipment such as fire extinguishers and water hoses.
6. Operational Instructions. Demonstrate knowledge of the facility's layout, particularly stairways, fire doors, pipelines, sprinkler systems, sprinkler control valves and fire hoses, fire extinguishers and fire alarm systems, general, special, and temporary orders, facility security plan (FSP), and the guard manual.
7. Security and Contingency Situations. Recognize and appropriately react to emergency situations involving work place violence, bomb threats, sabotage, terrorism, hostage situations, and other criminal activity.
8. Safety. Demonstrate general knowledge of the safety requirements for the facility with special emphasis on any volatile materials stored within the confines of the facility.
9. Facility Access Control Procedures. Demonstrate knowledge of facility guidelines and procedures for personnel and vehicle access control.

10. Communications. Demonstrate the proper use of primary, alternative, and emergency communications equipment.

11. Reports. Demonstrate adequate report writing skills associated with guard operations.

C.7.2 Training Plan

Within fifteen (15) calendar days after contract award, the Contractor shall submit a proposed training plan in accordance with FAA Order 1600.69B, Facility Security Management Program, Chapter 4, Section 1.

1. Name and location of training facility (ies).
2. If the training facility is not an institute accredited to provide such training, the names, location and qualifications of instructors shall be approved prior to any instructions by the SSE.
3. Dates/Times training courses are to be presented.

The Government reserves the right to reject the training plan if it determines that training facilities are inadequate and/or instructors are not qualified to provide such training. If the training plan is rejected, the Contractor shall submit a new training plan within 10 calendar days. Failure to submit an acceptable training plan may be grounds for termination for default of this contract. Revisions to the approved training plan shall be submitted to the Contracting Officer for review/approval within five calendar days of such revision. In the event of personnel turnover, new Contractor employees must complete training under the Contractor's then current training plan. The Government reserves the right to audit all or part of Contractor provided training courses.

C.7.3 Site Specific Training Requirements

The Contractor shall be fully responsible for the orientation and refresher training of all assigned guard personnel. The Project Manager shall maintain a training folder on each employee and shall certify each employee's proficiency in each guard position in addition to certifying on all recurrent training. All new guard personnel shall receive (one time) 16 hours orientation training, which will be site-specific to the assigned security position, and/or post assignments as identified in the SOW. Orientation training shall not be given to guard personnel with past employment experience with the MMAC/FAA within the one-year of the their departure date. No employee shall be permitted to assume any guard position without a qualified escort until having demonstrated his proficiency in each position to the Project Manager. The Project Manager shall certify to the COR in writing all new guard personnel qualified to assume each position.

Training shall be conducted so as not to interfere with security guard duties and activities as identified in this SOW. The Project Manager shall coordinate and obtain approval in writing from the COR and/or FMS for all training requirements. The COR and/or FMS may attend and observe any training session.

C.7.4 Refresher Training

Guard personnel shall receive thirty-two (32) hours of refresher training per year. All refresher training shall be in accordance with Chapter 7, Training, paragraph C.7.1 General Training of the SOW and/or FAA Order 1600.69B, Facility Security Management Program, Chapter 4, Section 1, unless coordination and approval has been obtained from the COR, COTR and/or FMS. Driver (Courier) personnel shall not receive refresher training.

C.8 Guard Operations

C.8.1 Guard Orders

Instructions shall be specific to the facility receiving the FAA contract guard services and be in the form of general, special, and/or temporary orders. These orders shall be clear, concise, and fully describe the duties and actions that the guard is to carry out under specified conditions at all individual posts. The COTR will be responsible for ensuring that such orders are developed, maintained, and are current.

1. General Orders. Instructions, which concern the guard as a whole and are applicable at all posts and patrols. They will cover such items as performance of contract guard duties and responsibilities in compliance with *FAA Order 1600.69B*, Chapter 4, Section 2.
2. Special Orders. Instructions which prescribe the responsibilities of a particular post or patrol. Each post or patrol will have special orders issued concerning the location, duties, and hours staffed.
3. Temporary Orders. Instructions which are issued for a short period covering a special or temporary situation.

C.8.2 Contractor Responsibility for the Guard Manual

The Contractor shall be required to develop and issue a current and comprehensive Contractor Guard Manual and Supervisory Guard Manual to each contract guard assigned to duty under this contract. The manual is intended to be a Contractor-employee manual and will contain the basic guidance issued by the Contractor to its employees concerning matters of dress, discipline, patrolling, first aid, emergency responsibilities, apprehension of suspects and arrest powers, courtesy, communications and chain of command. The Contractor Guard Manual and Supervisory Guard Manual shall be coordinated with the COTR and the SSE before issuance.

C.8.3 Contractor Guard Manual

The Contractor shall develop and issue a comprehensive Contractor Guard Manual to each guard assigned to duty under this contract. The manual is intended to be a Contractor-employee manual and will contain the basic guidance issued by the Contractor to its employees. Within twenty-one (21) calendar days after contract award, the Contractor shall provide copies of the Contractor Guard Manual as set forth by "List of Required Records and Reports" clause, in Section F to the FAA for review and approval. Within fifteen (15) calendar days from the date of receipt of FAA approval, the Contractor shall furnish one copy to the CO, COTR, the on-site supervisor, all posts and all guards. The Contractor Guard Manual shall be approved by the FAA before issuance and is subject to annual review by the COTR and SSE and updated as required.

The guard manual shall include, as a minimum, the following topics:

- General company policy, rules and regulations
- Chain of command
- Concepts of facility protection

- Legal aspects of installation protection
- Apprehension of suspects and arrest powers
- Patrol techniques
- Access and traffic control
- Detection of methods of sabotage
- Fire prevention and protection
- Communication
- Report writing
- Handling of safety hazards and bomb threats
- Care and handling of firearms
- First aid
- Wearing of the prescribed uniform
- Standards of conduct and discipline
- Courtesy
- Medical examinations of guards and certification of acceptability
- Physical conditioning
- Data on security of classified information
- Employee's vacation pay if required by the Service Contract Act Wage Determination
- Emergency responsibilities
- Firearms qualification and certification
- Facility telephone notification list
- Facility Occupancy Emergency Plan
- Facility Contingency Plan

A detailed review of the guard manual shall be provided as part of each employee's initial training, and each time the guard manual is modified. No guard shall be assigned to duty unless he/she is thoroughly knowledgeable of and understands the guard manual. The guard manual may be modified to reflect required changes in the Government's guard services policies and procedures.

C.8.4 Incident Reporting

Incident reporting is required in order to identify and assess the loss and damage to FAA property and facilities. It provides essential data that describes the type of incidents associated with a facility and is a key element in the development of the FAA Facility Security Management Program.

The objective of the incident reporting process is to provide a timely and accurate flow of data concerning the nature and frequency of adverse events which occur at FAA facilities. Below is a list of examples of reportable incidents. This list is not all encompassing and is intended to be used as a guide.

Example of Reportable Incidents

Arson	Kidnapping	Stalking
Assault	Larceny	Theft
Bomb Threats	Loss of U.S. Gov. Property	Terrorism
Burglary	Misuse of U.S. Government Property	Vandalism
Car Jacking	Murder	Violence in the Workplace
Civil Disturbance	Rape	Weapons Incidents
Drive-by Shootings	Robbery	
Drug Use	Sabotage	

The written incident report submitted by the supervisor shall contain, as a minimum, the following information:

1. Name and duty assignment of the individual having custody of the firearm.
2. Time of the firearm discharge (date/day/hour).
3. Reason for firing the weapon.
4. Activity in which the individual was engaged when the weapon was fired.
5. Injury, fatalities, or property damage resulting from the discharge.
6. Names of any witnesses having knowledge of the incident

C.9 Work Requirements

C.9.1 Entry Control

The Contractor shall deter unauthorized person(s), property, or vehicles from entering into the area(s) defined in the Facility Guard Manual. All posts shall be controlled during the specified times. During the time periods posts are not staffed, the posts shall be considered part of the perimeter and controlled by the roving patrol.

Authorized personnel or vehicles shall be allowed entry after they have been properly screened. The Contractor shall minimize traffic congestion during peak periods of personnel arrivals/departures in compliance with the Facility Guard Manual.

1. The Contractor shall comply with the Facility Guard Manual regarding issuance of temporary passes and temporary badges to Government employees, authorized visitors, Contractors, vendors, and others. The Contractor shall courteously and promptly process visitors, issue appropriate identification badges to authorized visitors, and record required information. Contractor employees shall provide clear directions to visitors upon request. Vehicle passes shall either be denied or issued after proper screening and validation.
2. Certain private property (e.g., audio and video recording devices, cameras, etc.) is prohibited to the facility.
3. Similarly, the Contractor shall maintain a list of lost items, accept found items, and secure them until they can be transferred to the proper authorities or the FSC for disposition. The Contractor shall be fully responsible for items in his/her possession.
4. In the case of an emergency/incident, all gates shall be closed to inbound traffic and locked, and an "all secure" report made in accordance with the specific procedures contained in the Facility Guard Manual within one (1) minute of notification of the Contractor's base station or shift supervisor.

C.9.2 Exit Control

The Contractor shall comply with the Facility Guard Manual regarding detention of persons or property, and shall insure that any person(s) attempting to take Government property off the installation has a valid property pass, as identified in the Facility Guard Manual.

In the case of an emergency/incident all gates shall be closed to outbound traffic and locked, and an "all secure" report made in accordance with the specific procedures contained in the Facility Guard Manual within one (1) minute of notification to the Contractor's base station or shift supervisor.

C.9.3 Roving Patrol

The Contractor shall provide personnel for roving patrols as specified in the Facility Guard Manual. All roving patrol guards shall be equipped with communications equipment as specified in the Radio Communications and Radio/Telephonic Communications sections of this

SOW, and be capable of making contact with the Contractor's base station and/or shift supervisor within one (1) minute at all times.

The roving patrol function may include both foot and motorized patrols. Roving patrols shall be continuously on the alert for the occurrence of fires, explosions, collapses, and other catastrophes by close and detailed observation of buildings, machinery, vehicles, equipment, other resources, and personnel. Unsafe or potentially unsafe conditions, procedures, or activities shall be identified and promptly corrected, if possible. The Contractor shall restrict admission to the unsafe area to minimize the risk and notify the COTR so that repair or corrective action can be accomplished as soon as possible. In the event of a catastrophe, the Contractor shall immediately summon appropriate response forces and then notify government personnel prescribed by the Facility Guard Manual; assist in minimizing the effects thereof; and assist in restoring the area to a safe condition as soon as possible.

The Contract Guards are required to use a watch clock system or some type of electronic guard tour system which is to be provided by the FAA to serve as a supervisory control and check on the performance of guards.

C.9.4 Perimeter

A check shall be made of the entire facility perimeter to detect unauthorized entry (attempted or actual). Routes and times shall be varied to avoid establishing a set pattern. The guard at a minimum shall check twice (2) per shift.

C.9.5 Building/Equipment Checks

Security checks shall be made twice (2) per shift of all buildings and pieces of equipment identified in the Facility Guard Manual. While such checks are primarily to detect unsecured facilities, the guard shall also immediately report to the appropriate authorities (as specified in the Facility Guard Manual) any fire, flooding, or other condition that could result in damage to buildings/equipment or injuries to personnel.

C.9.6 Execute Colors

The Contractor may be required to raise and lower the United States Flag (and other flags as authorized) at the locations and times indicated in the Facility Guard Manual. No deviations are permitted unless authorized. Verbal authorizations shall be recorded in an incident report.

C.9.7 Traffic, Parking, and Pedestrian Control

The Contractor shall direct traffic, control lights, and issue parking citations as described in the Facility Guard Manual. Tactful and courteous warnings or citations shall be made using the appropriate FAA form to individuals who violate facility-parking regulations. Abandoned vehicles shall be reported promptly in accordance with the Facility Guard Manual.

C.9.8 Deviation from Prescribed Schedules

In the case of emergency conditions requiring immediate attention, the COTR/ FSC may direct the Contractor Guard Supervisor to temporarily divert guards from their normal roving patrol duties to respond to the emergency conditions, at no additional cost to the FAA. Such employees shall return to their normally assigned duties when released from the emergency situation by the designated FAA official.

Except for the emergency conditions described in the Facility Guard Manual, the Contractor shall not divert roving patrol guard from their prescribed schedules without the prior approval of the COTR or FSC. In instances where verbal deviation approval is given by the COTR or FSC, all pertinent facts concerning the deviation shall be recorded in an incident report and forwarded to the COTR/SSE/FSC within three hours from completion of the incident.

Diversions resulting from emergency conditions described in the Facility Guard Manual shall be reported to the COTR/SSE/FSC in an incident report within three hours from the completion of the diversion.

C.9.9 Driver (Courier) Personnel

The Contractor will provide escort service for all MMAC Official Business from the Visitor Center and/or Processing Center for visitors not having the appropriate security clearance, for the movement of valuables, explosives, classified material, hazardous material, fuel deliveries, and other items as required at the facility.

One driver (courier) personnel shall normally be provided to escort not more than seven (7) visitors. The driver (courier) personnel shall escort vehicle(s) as directed to their designated destination to be signed for and "handed off" to the person expecting the visitor.

The Contractor shall ensure that at the time of employment, each driver (courier) personnel must be at least 21 years of age and has a valid and current motor vehicle operator license.

(The FAA will not exercise the option of Driver (Courier) Personnel as of January 1, 2005. (Reference Clause G.5) *Revised January 18, 2005*

C.9.10 Complaints/Threats

The Contractor shall record complaints from any person concerning security, safety, or law enforcement within the Government's jurisdiction. Such complaints shall be promptly reported to the COTR/FSC for resolution and disposition. The Contractor shall endeavor to deter crimes against persons without waiting for a specific complaint, while immediately notifying the appropriate authorities. Response to bomb threats shall be in accordance with the Facility Guard Manual.

C.9.11 Traffic Accidents

The Contractor shall immediately notify the police of accidents, and shall assist, as required, in redirecting traffic, placing warning flares, and other safety protective actions identified in the Facility Guard Manual.

C.9.12 Gate/Building Openings

The Contractor shall open and close gate(s) and building(s) within the time parameters as specified in the Facility Guard Manual. The Contractor shall maintain a record of all nonscheduled gate/building openings and/or closings.

C.9.13 Key/Combination Control

The Contractor shall receive, secure, issue, and account for all keys/access cards or combinations issued for access to buildings, offices, equipment, gates, etc. for the purposes of this contract. Prior to starting work, the Contractor shall sign a receipt for all keys/combinations issued by the Government. The Contractor shall maintain records which show how many keys are in existence, in whose possession, and who has knowledge of and/or access to combinations. These records shall be made available to the COTR, FSC, SSE or any other Government Investigative Authority upon request. Keys shall not be duplicated.

C.9.14 Loss of Keys

Loss of either key(s) or access card(s) shall be reported to the COR within one hour of discovery of the loss.

C.9.15 Use of Keys

Keys/access cards issued by the Government shall be used only by authorized Contractor employees. The Contractor shall prohibit the opening of secured areas to persons other than employees engaged in the performance of assigned work.

C.10 Quality Control

The Contractor is solely responsible for the quality of services provided. The Contractor is also liable for Contractor employee negligence, and any fraud, waste or abuse. The Contractor's Quality and Internal Control System shall ensure that security guard services are completed in accordance with acceptable principles of internal control, with applicable Government regulations and instructions, and meet specified acceptable levels of quality. The operation of the Quality and Internal Control Program must be described in a written plan. One copy of the Contractor's final Quality and Internal Control Plan shall be submitted to the COR within 15 days prior to the phase-in period. An updated copy must be provided to the COR as changes occur.

At a minimum, the Contractor's Quality and Internal Control Plan shall include:

- An internal quality control and inspection system for required security guard services specified in the SOW.
- The specific person(s), job title(s) and organizational position(s) of the individuals who will conduct the inspections.
- A method to identify deficiencies in services that may occur.
- Procedures to correct any deficiencies in services that may occur.
- A file of information regarding inspection and other quality and internal control actions that document the purpose of the inspection, the results of the inspection, and any corrective action taken as the result of the inspection. Upon request, this file shall be made available to the COR during the period of performance. The plan must be maintained and revised as necessary throughout the term of the contract. In the event of any changes to the Quality and Internal Control Plan, a revised copy of the plan must be provided to the COR within five working days prior to the effective date of the change.

C.10.1 Quality Assurance

The Government will monitor the Contractor's performance using, at a minimum, the quality assurance inspection procedures specified in the Performance Requirements Summary, Technical Exhibit One. The Government reserves the right to review services to be provided under the contract to determine conformance with performance and technical requirements.

C.10.2 Performance Evaluation Meetings

The Contractor's Project Manager shall meet with the CO and COR weekly during the first 3 months of contract operations. Meetings shall be held thereafter as determined necessary by the COR. Mutual effort will be made to resolve any and all problems identified. Written minutes of these meetings shall be prepared and signed by the CO, COR, and Contractor, or their designated representative, as appropriate. The Project Manager shall meet as necessary with Government personnel designated by the CO to discuss immediate issues and/or problems.

MANDATORY ORDER AND DIRECTIVES
TECHNICAL EXHIBIT ONE

1. AC Order 1600.18F; Parking and Traffic at the Mike Monroney Aeronautical Center
2. AC Order 1600.21G; Mike Monroney Aeronautical Center Physical Security Handbook
3. FAA Order 1600.25D; FAA Identification Media, Official Credentials, Passports, and Vehicle Identification Media
4. FAA Order 1600.74, Visitor Procedures for Federal Aviation Administration Facilities
5. FAA Order 1600.69B; FAA Facility Security Management Program (Portions Furnished as determined necessary by the COR)
6. AC Order 1900.12B; Aeronautical Center Emergency Operations Plan
7. AC Order 3940.1C; Procedures for Handling Injury, Illness, or Fire at the Mike Monroney Aeronautical Center
8. FAA Order 5200.7; Training for Drivers in an Airport Operations Area
9. FAA Order 1600.1D, Personnel Security Program
10. FAA Order 1600.2D, Safeguarding Controls and Procedures for Classified National Security Information and Sensitive Unclassified Information
11. FAA Order 1280.1A, Protecting Privacy of Information About Individuals

GOVERNMENT FURNISHED MATERIALS AND PROPERTY
TECHNICAL EXHIBIT TWO

OFFICE SUPPLIES:

Materials for Computer Identification Media

Hand Cleaner

Finger-Print Pads

Finger-Print Card Holders

Laminator Pouches for Identification Cards

Strap Clips for Identification Cards

Blank Access Key Cards

Best Cores

Best Keys Cut and Blank

Video Cassettes

Simplex Paper Ribbon

Computer Paper *

Printer Ribbon *

Typewriter Ribbon *

3.5 Inch Diskettes *

* For government furnished computers and equipment

FORMS AND BADGES:

AC Form 1600.1 Parking/Traffic Citation

AC Form 1600.5 Report of Missing/Damaged/Stolen Property

AC Form 1600.16 Vehicle Registration

AC Form 1600.25 Dispatcher Radio log

AC Form 1600.26 Security Irregularity Record

AC Form 1600.27 Security Container/Safe Report

AC Form 1600.32 Security Activity report

AC Form 1600.33 Lock Control Record

AC Form 1600.36 Key Control Record

AC Form 1600.44, FAA/MMAC Visitor Parking Permit

SF Form 700 Security Container Information

SF Form 702 Security Container Check Sheet

FAA Form 1600.8 DOT\FAA Visitor Register

FAA Form 1600.50 Visitor Badge

DOT F 1660.2 Property Removal Form

DOT F 1681 (10-94) Identification Card/Credential Application

Decals for Vehicle Registration

(Blue) Employees

(Green) Contractor

PERFORMANCE REQUIREMENTS SUMMARY

TECHNICAL EXHIBIT THREE

<u>SERVICE REQUIRED</u>	<u>STANDARDS</u>	<u>ACCEPTABLE QUALITY LEVEL (A.Q.L.)</u>	<u>SURVEILLANCE METHOD</u>	<u>MAXIMUM % FOR EXCEEDING A.Q.L</u>
1. Maintain ID Processing Office	Perform tasks as shown in section C.3 of the SOW	Element is critical; deviation may compromise security (two complaints before action is taken)	Customer complaints and COR Surveillance	1/10 of 1% of the monthly billing for each complaint in excess of two
2. Dispatch Office	Perform tasks as shown in section C.3 of the SOW	Element is critical; deviation may compromise security (two complaints before action is taken)	Customer complaints and COR Surveillance	1/10 of 1% of the monthly billing for each complaint in excess of two
3. Maintain Center Surveillance/Fixed Guard Post	Perform tasks as shown in section C.3 of the SOW	Element is critical; deviations may compromise security (two complaints before action is taken)	Customer complaints and COR Surveillance	1/10 of 1% of the monthly billing for each complaint in excess of two
4. Maintain Lock Schedules	Perform as listed on lock/unlock schedule in accordance with paragraph C.3.5 of the SOW	Element is critical; deviation may compromise security (two complaints before action is taken)	Customer complaints and COR Surveillance	1/10 of 1% of the monthly billing for each complaint in excess of two
5. Project Manager, Shift and Site Supervisor overall Management Team	Management Performance as identified in sections of the SOW	Element is critical; deviation may compromise security (two complaints before action is taken)	Customer complaints and COR Surveillance	1/10 of 1% of the monthly billing for each complaint in excess of two

Current Requirements		Staffing				
Midnight Shift:						
Shift Manager	1	2300 to 0700 M-SUN		365 Days =	2,920	HRS
*Dispatcher	1	2300 to 0700 M-SUN		365 Days =	2,920	HRS
MMAC Entrance Post						
*North Station	2	2300 to 0700 M-SUN		365 Days =	5,840	HRS
*South Station	2	2300 to 0700 M-SUN		365 Days =	5,840	HRS
*Patrol Unit	2	2300 to 0700 M-SUN		365 Days =	5,840	HRS
Total Officers	8			TOTAL	23,360	HRS
C.3.4 South guard post is open Monday through Friday from 5:30 am to 6:30 pm						
After 6:30 pm on weekdays, weekends and holidays, post officers continue as patrol officers						
All positions identified under the SOW may be discontinued with a two-week notice and/or hours reduced.						

Current Requirements		Staffing		
Project Manager (SOW C.2.6; C.2.7)	1	8-Hrs Per Day	275 Days =	2,200
Shift Manager (SOW C.2.9; C.3.4)	3	24-Hrs Per Day	365 Days =	8,760
*Dispatcher (SOW C.2.11; C.3.6)	3	24-Hrs Per Day	365 Days =	8,760
*Pass/ID Office	2	16-Hrs Per Day	251 Days =	4,016
Pass/ID Data Clerk (SOW C.2.10; C.3.7)	1	8 Hrs Per Day	251 Days =	2,008
FAALC				
(SOW C.2.12; C.2.13; C.3.3; C.3.4)				
LSF West Post (LPS)	2	16-Hrs Per Day	251 Days =	4,016
LSF West Post (LPS)	1	9-Hrs Per Week	52 Weeks =	468
LSF East Post (LPS)	2	13-Hrs Per Day	251 Days =	3,263
Gate 20 Post (LPS)	1	10.5-Hrs Per Day	251 Days =	2,635.5
TSF East Post (LPS)	2	13-Hrs Per Day	251 Days =	3,263
TRW Post	2	13-Hrs Per Day	251 Days =	3,263
MMAC Entrance Post SOW 3.4				
North Station	6	48-Hrs Per Day	365 Days =	17,520
South Station	6	48-Hrs Per Day	365 Days =	17,520
*Patrol Unit - SOW 3.4	6	48-Hrs Per Day	365 Days =	17,520
SOW C.3.4 - C.9.9				
* Visitor Center	8	48-Hrs Per Day	251 Days =	12,048
Visitor Center Data Clerk	1	8 Hrs Per Day	251 Days =	2,008
ILS Processing Facility	6	36-Hrs Per Day	251 Days =	9,036
ILS Processing Facility Data Clerk	2	12-Hrs Per Day	251 Days =	3,012
VTD Gate	2	13-Hrs Per Day	251 Days =	3,263
Package Screening Personnel	1	8 Hrs Per Day	251 Days =	2,008
TOTAL OFFICERS	58		TOTAL	126,587.5
Secretary II	1	8-HRS Per Day	251 Days =	2,008
				128,596
# C.3.4 South guard post is open Monday through Friday from 5:30 am to 6:30 pm				

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After 6:30 pm on weekdays, weekends and holidays, post officers continue as patrol officers				
Lost Prevention Specialist (LPS)				
All positions identified under the SOW may be discontinued with a two-week notice and/or hours reduced.				

February-05

Current Requirements		Staffing		
Day Shift				
Project Manager	1	0800 to 1630 M-F	275 Days =	2,200
		Subject to Call-outs		
		For QC &		
		Emergencies		
Shift Manager	1	0700 to 1500 M-SUN	365 Days =	2,920
Dispatcher	1	0700 to 1500 M-SUN	365 Days =	2,920
Pass & ID Office	2	0700 to 1630 M-F	251 Days =	4,016
Pass/IF Office Data Clerk	1	0800 to 1600 M-F	251 Days =	2,008
FAALC				
LSF West Post (LPS)	1	0530 to 1330 M-F	251 Days =	2,008
LSF West Post (LPS) Saturday only	1	0730 to 1630 SAT	52 Days =	468
LSF East Post (LPS)	1	0530 to 1200 M-F	251 Days =	1,631.5
Gate 20 (LPS)	1	0800 to 1830 M-F	251 Days =	2635.5
TSF East Post (LPS)	1	0530 to 1200 M-F	251 Days =	1,631.5
TRW	1	0530 to 1200 M-F	251 Days =	1,631.5
Patrol Unit	2	0700 to 1500 M-SUN	365 Days =	5,840
MMAC Post				
North Station	2	0700 to 1500 M-SUN	365 Days =	5,840
South Station (1)	2	0700 to 1500 M-SUN	365 Days =	5,840
Visitor Center	4	0530 to 1130 M-F	251 Days =	6,024
Visitor Center Data Clerk	1	8:00 to 1600 M-F	251 Days =	2,008
ILS Processing FAC	3	0530 to 1130 M-F	251 Days =	4,518
ILS Processing FAC Data Clerk	1	0530 to 1130 M-F	251 Days =	1,506
VTD Gate	1	0530 to 1200 M-F	251 Days =	1,631.5
Screening Personnel	1	0700 to 1530 M-F	251 Days =	2,008
Total Officers	29		TOTAL	59,286
Secretary II	1	0800 - 1630 M-F	251 Days =	2,008
				61,294
* C.3.4 South guard post is open Monday through Friday from 5:30 am to 6:30 pm				
After 6:30 pm on weekdays, weekends and holidays, post officers continue as patrol officers				
(1) One guard from South Station becomes roving patrol for MMCC from 0900 - 1500				
All positions identified under the SOW may be discontinued with a two-week notice and/or hours reduced.				

[illegible]

Current Requirements		Staffing	
Swing Shift:			
Shift Manager	1	1500 to 2300 M-SUN	365 Days =
Dispatcher	1	1500 to 2300 M-SUN	365 Days =
FAALC			
LSF West Post (LPS)	1	1330 to 2130 M-F	251 Days =
LSF East Post (LPS)	1	1200 to 1830 M-F	251 Days =
TSF East Post (LPS)	1	1200 to 1830 M-F	251 Days =
TRW	1	1200 to 1830 M-F	251 Days =
Patrol Unit	2	1500 to 2300 M-SUN	365 Days =
MMAC Entrance Post			
North Station	2	1500 to 2300 M-SUN	365 Days =
South Station	2	1500 to 2300 M-SUN	365 Days =
Visitor Center	4	1130 to 1730 M-F	251 Days =
ILS Processing FAC	3	1130 to 1730 M-F	251 Days =
ILS Processing FAC Data Clerk	1	1130 to 1730 M-F	251 Days =
VTD Gate	1	1200 to 1830 M-F	251 Days =
Total Officers	21		TOTAL
C.3.4 South guard post is open Monday through Friday from 5:30 am to 6:30 pm			
After 6:30 pm on weekdays, weekends and holidays, post officers continue as patrol officers			
All positions identified under the SOW may be discontinued with a two-week notice and/or hours reduced			

[illegible]

Current Requirements		Staffing	
Swing Shift:			
Shift Manager	1	1500 to 2300 M-SUN	365 Days =
Dispatcher	1	1500 to 2300 M-SUN	365 Days =
FAALC			
LSF West Post (LPS)	1	1330 to 2130 M-F	251 Days =
LSF East Post (LPS)	1	1200 to 1830 M-F	251 Days =
TSF East Post (LPS)	1	1200 to 1830 M-F	251 Days =
TRW	1	1200 to 1830 M-F	251 Days =
Patrol Unit	2	1500 to 2300 M-SUN	365 Days =
MMAC Entrance Post			
North Station	2	1500 to 2300 M-SUN	365 Days =
South Station	2	1500 to 2300 M-SUN	365 Days =
Visitor Center	4	1130 to 1730 M-F	251 Days =
ILS Processing FAC	3	1130 to 1730 M-F	251 Days =
ILS Processing FAC Data Clerk	1	1130 to 1730 M-F	251 Days =
VTD Gate	1	1200 to 1830 M-F	251 Days =
Total Officers	21		TOTAL
C.3.4 South guard post is open Monday through Friday from 5:30 am to 6:30 pm			
After 6:30 pm on weekdays, weekends and holidays, post officers continue as patrol officers			
All positions identified under the SOW may be discontinued with a two-week notice and/or hours reduced			

[illegible]

Current Requirements		Staffing		
<u>Midnight Shift:</u>				
Shift Manager	1	2300 to 0700 M-SUN		365 Days =
*Dispatcher	1	2300 to 0700 M-SUN		365 Days =
MMAC Entrance Post				
*North Station	2	2300 to 0700 M-SUN		365 Days =
*South Station	2	2300 to 0700 M-SUN		365 Days =
*Patrol Unit	2	2300 to 0700 M-SUN		365 Days =
Total Officers	8			TOTAL
C.3.4 South guard post is open Monday through Friday from 5:30 am to 6:30 pm				
After 6:30 pm on weekdays, weekends and holidays, post officers continue as patrol officers				
All positions identified under the SOW may be discontinued with a two-week notice and/or hours re				

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SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <small>OFFEROR TO COMPLETE BLOCKS 12, 16, 22, 23, & 28</small>				1. REQUISITION NUMBER AC-05-00748		PAGE OF 1 2	
2. CONTRACT NO. DTFAAC-05-D-00018		3. AWARD/ EFFECTIVE DATE 11/29/2004		4. ORDER NUMBER 0001		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Phyllis Townsley		b. TELEPHONE NUMBER (No collect calls) 405-954-7816		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY		CODE AMQ0210-ARC		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE <input type="checkbox"/> SMALL BUSINESS SIC: 561612 SIZE STANDARD: \$10.5		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	
AMQ-210 CONTRACTING TEAM FAA AERONAUTICAL CENTER PO BOX 25082 MPB ROOM 312 OKLAHOMA CITY OK 73125						12. DISCOUNT TERMS See Schedule	
14. DELIVER TO		CODE A6973R3M		15. ADMINISTERED BY		CODE AMQ240-ARC	
A6973R3M 6973R3 FAA AERO CENTER AMP-300 OPER& MAINT.DIV.BASE MAINT.REC.DOCK PO BOX 25082 M OKLAHOMA CITY OK 731250082 US				AMQ-240 CONTRACT MANAGEMENT TEAM FAA AERONAUTICAL CENTER PO BOX 25082 MPB ROOM 302 OKLAHOMA CITY OK 73125			
16a. CONTRACTOR/ OFFEROR		CODE		17a. PAYMENT WILL BE MADE BY		CODE	
SAFETY AND SECURITY SERVICES INC 416 NW 8TH OKLAHOMA CITY OK 73102				FAA AC ACCTG OFC DOT/FAA AMZ-100 PO BOX 25710 OKLAHOMA CITY OK 73125		FAA AC ACCTG O	
TELEPHONE NO.				17b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 17a. UNLESS BLOCK BELOW IS CHECKED. <input type="checkbox"/> SEE ADDENDUM			
<input type="checkbox"/> 16b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER							
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY	21. UNIT	22. UNIT PRICE	23. AMOUNT
	AMP 300 / Ken Doerksen DISTR: T Delivery: 12/01/2004 Continued ...						
24. ACCOUNTING AND APPROPRIATION DATA See schedule						25. TOTAL AWARD AMOUNT (For Contract Authority Use Only) \$16,241.31	
26. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <input type="checkbox"/> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				27. AWARD OF CONTRACT: REFERENCE _____ OFFER <input checked="" type="checkbox"/> DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
28a. SIGNATURE OF OFFEROR/CONTRACTOR				28b. CONTRACT AUTHORITY (SIGNATURE OF CONTRACTING OFFICER) 			
28b. NAME AND TITLE OF SIGNER (Type or Print)		28c. DATE SIGNED		28b. NAME OF CONTRACTING OFFICER (Type or Print) Phyllis Townsley		28c. DATE SIGNED 11/29/04	
30a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED				31. SHIP NUMBER		32. VOUCHER NUMBER	
				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		33. AMOUNT VERIFIED CORRECT FOR	
32b. SIGNATURE OF AUTHORIZED CONTRACT AUTHORITY REPRESENTATIVE		32c. DATE		34. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		35. CHECK NUMBER	
				36. S/R ACCOUNT NUMBER		37. S/R VOUCHER NUMBER	
39a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		39c. DATE		40a. RECEIVED BY (Print)		38. PAID BY	
39b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				40b. RECEIVED AT (Location)			
				40c. DATE REC'D (YY/MM/DD)		40d. TOTAL CONTAINERS	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

DTFAAC-05-D-00018/0001

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

SAFETY AND SECURITY SERVICES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<p>Discount Terms: PROMPT NET 30 Mark For: Ken Doerksen, AMP-300</p> <p>Period of Performance: 12/01/2004 to 12/31/2004</p> <p>Transition period funds for Security Guard Services for the MMAC (December 1-31, 2004) ISO9000: N Project Data: 12XXFANOPROJ.000000.ACR1300000.25407.11/23/2004.1250100000.342000 Accounting Info: 1250100000.2005.504D342000.ACR1300000.25407.61006600.0000000000.0000000000 0.0000000000 acct1: 1250100000 acct2: 2005 acct3: 504D342000 acct4: ACR1300000 acct 5: 25407 acct6: 61006600</p> <p>Total amount of award: \$16,241.31.</p>				16,241.31

CONTINUATION SHEET

PART I - SECTION BSUPPLIES OR SERVICES AND PRICES/COST

The contractor shall furnish all necessary management, personnel, equipment and materials (except as specified elsewhere herein as being furnished by the Government), required to perform security guard services for the Mike Monroney Aeronautical Center (MMAC), Oklahoma City. Performance shall be in accordance with the Statement of Work (SOW) and all other terms, conditions and provisions referenced herein. The contractor will be paid for services performed in accordance with the following price schedule.

PRICE SCHEDULE

ITEM	SUPPLIES/SERVICES	Quantity	UNIT	UNIT PRICE	TOTAL AMOUNT
1.	Security Guard Services for the MMAC IAW SOW (Attachment 1).				
(a)	Basic Contract (First Year)	12	MO	\$287,471.14	\$3,449,653.69
(b)	First Option Year (Second Year)	12	MO	\$278,597.05	\$3,343,164.61
(c)	Second Option Year (Third Year)	12	MO	\$279,452.49	\$3,353,429.87
(d)	Third Option Year (Fourth Year)	12	MO	\$279,376.23	\$3,352,514.77
(e)	Fourth Option Year (Fifth Year)	12	MO	\$280,264.55	\$3,363,174.61
2.	Security Guard Services for the Logistics Support Facility IAW SOW (Attachment 1).				
(a)	Basic Contract (First Year)	12	MO	\$ 22,918.61	\$ 275,023.33
(b)	First Option Year (Second Year)	12	MO	\$ 22,013.49	\$ 264,161.89
(c)	Second Option Year (Third Year)	12	MO	\$ 22,100.74	\$ 265,208.90
(d)	Third Option Year (Fourth Year)	12	MO	\$ 22,092.96	\$ 265,115.56
(e)	Fourth Option Year (Fifth Year)	12	MO	\$ 22,183.57	\$ 266,202.82
3.	Security Guard Services for the Thomas Road Facility IAW SOW (Attachment 1).				
(a)	Basic Contract (First Year)	12	MO	\$ 8,310.07	\$ 99,720.78
(b)	First Option Year (Second Year)	12	MO	\$ 8,050.58	\$ 96,606.92
(c)	Second Option Year (Third Year)	12	MO	\$ 8,075.59	\$ 96,907.09
(d)	Third Option Year (Fourth Year)	12	MO	\$ 8,073.36	\$ 96,880.33
(e)	Fourth Option Year (Fifth Year)	12	MO	\$ 8,099.34	\$ 97,192.04
4.	Security Guard Services for the Technical Support Facility (TSF) at the MMAC IAW the SOW, (Attachment 1).				
(a)	Basic Contract (First Year)	12	MO	\$ 6,050.97	\$ 72,611.63
(b)	First Option Year (Second Year)	12	MO	\$ 5,792.51	\$ 69,510.13
(c)	Second Option Year (Third Year)	12	MO	\$ 5,817.43	\$ 69,809.11
(d)	Third Option Year (Fourth Year)	12	MO	\$ 5,815.20	\$ 69,782.46
(e)	Fourth Option Year (Fifth Year)	12	MO	\$ 5,841.08	\$ 70,092.92

OPTIONAL LINE ITEM TO BE EXERCISED AT THE SOLE DISCRETION OF THE FAA
(Reference clause G.5)

5. Security Guard personnel for
Escort Services IAW the SOW
(Attachment 1).

(a) Basic Contract (First Year)	12	MO	\$ 28,256.92	\$ 339,083.05
(b) First Option Year (Second Year)	12	MO	\$ 28,317.48	\$ 339,809.73
(c) Second Option Year (Third Year)	12	MO	\$ 28,474.20	\$ 341,690.39
(d) Third Option Year (Fourth Year)	12	MO	\$ 28,631.71	\$ 343,580.51
(e) Fourth Option Year (Fifth Year)	12	MO	\$ 28,790.80	\$ 345,489.55

6. Additional Security Guard Services
as ordered by the FAA on an hourly
basis as may be required.
(Reference Clause C.2 and H.3)

	Estimated Annual Quantity		*Composite Hourly Rate	Total Estimated Amount
Security Guard II				
(a) Basic Contract (First Year)	100	HRS	\$ _	
(b) First Option Year (Second Year)	100	HRS	\$ _	
(c) Second Option Year (Third Year)	100	HRS	\$ _	
(d) Third Option Year (Fourth Year)	100	HRS	\$ _	
(e) Fourth Option Year (Fifth Year)	100	HRS	\$ _	

7. Locksmith Services as ordered by
the Contracting Officer
Representative.

			*Composite Hourly Rate
(a) Basic Contract (First Year)	25	HRS	\$ _
(b) First Option Year (Second Year)	25	MO	\$ _
(c) Second Option Year (Third Year)	25	MO	\$ _
(d) Third Option Year (Fourth Year)	25	MO	\$ _
(e) Fourth Option Year (Fifth Year)	25	MO	\$ _

8. Transition Period
(Reference Clauses F.1 and H.1)
(Base Year Only)

Quantity	
JOB	\$ 16,241.31

NOTE: (A) *Composite Hourly Rate (CLIN 6 and 7) includes direct, indirect, overhead and profit. (B) Payment for CLINS 1, 2, 3, 4, 5 and 8 will be made in accordance with AMS 3.3.1-1, Payments. (C) Payment for CLIN 6 and 7 will be made in accordance with AMS 3.3.1-5, Payments under Time-and-Materials and Labor-Hour Contracts.

PART I - SECTION C - DESCRIPTION/SPECS/WORK STATEMENT

C.1 SCOPE OF WORK

The contractor shall provide the services as referenced in Section B in accordance with the Statement of Work for the Federal Aviation Administration, Mike Monroney Aeronautical Center, Security Guard Service (SOW), dated July 6, 2004, and listed as Attachment 1 in Part III - Section J, List of Attachments, and the terms, conditions and provisions included herein.

C.2 DEFINITIONS

(a) Hourly Composite Rate includes direct and indirect labor, indirect material, overhead and profit. Payment under the applicable item will be computed by multiplying the Direct Labor Hours expended by the Hourly Composite Rate. The amounts payable for fractional parts of an hour may be prorated by fractions or increments not less than one-tenth (1/10) of one hour.

(b) Additional definitions/acronyms relating to required services are listed on page viii through x of the Statement of Work.

C.3 EMERGENCY SITUATIONS AND EXERCISES DURING
CONTRACT PERFORMANCE (SEP 2001)

CLA.4548

(a) Emergency situations and exercises are temporary exceptions to the prohibition of contractor personnel not being subject to the direction and control of Government personnel when performing non-personal contract services in FAA facilities.

(b) All contractor personnel at a FAA work site or facility during an actual emergency shall conform to the procedures posted or directed by FAA officials responsible for emergency response at that site or facility. Such officials include evacuation wardens/monitors, security personnel, Emergency Readiness Officers, management, etc.

(c) Contractor personnel shall participate in all emergency exercises, including evacuations, as part of performance under this contract. On rare occasions and based on advance arrangements that are then announced at the time of an exercise, contractor personnel will be excused from /evacuations.

(d) Contractor management/supervisors shall ensure that each contractor employee assigned work in FAA facilities possesses a general awareness of emergency and evacuation procedures at all locations where the employees might be during an emergency or exercise. Information on emergency procedures may be requested from the Contracting Officer's Technical Representative or a designated FAA contact point at the work site.

PART I - SECTION D - PACKAGING AND MARKING

NOT APPLICABLE

PART I - SECTION E - INSPECTION AND ACCEPTANCE

E.1 INSPECTION AND ACCEPTANCE

Inspection and acceptance of the services performed under this contract shall be at destination, Mike Monroney Aeronautical Center, 6500 South MacArthur Boulevard, Oklahoma City, Oklahoma.

3.1-1 Clauses and Provisions Incorporated by Reference (September 2002)

This screening information request (SIR) or contract, as applicable, incorporates by reference one or more provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://fast.faa.gov> (on this web page, select "Contract Writing/Clauses").

3.10.4-4 Inspection of Services- Fixed-Price & Cost Reimbursement (April 1996)

3.10.4-5 Inspection--Time-and-Material and Labor-Hour (April 1996)

PART I - SECTION F - DELIVERIES OR PERFORMANCE

F.1 TRANSITION AND PERIOD OF PERFORMANCE

This contract includes a 30-day transition period tentatively scheduled to begin December 1, 2004, followed by the base year performance starting January 1, 2005, and continuing for 365 days thereafter. The base year is followed by four 1-year option periods to be exercised at the sole discretion of the Government. In the event award is not made sufficiently in advance to provide the stated transition time prior to December 1, 2004, the beginning and ending dates for the base year performance will be adjusted accordingly.

F.2 PLACE OF PERFORMANCE/DELIVERIES

(a) Principal place of performance shall be at the Mike Monroney Aeronautical Center, 6500 South MacArthur Boulevard, Oklahoma City, OK 73169 (Mail: P.O.Box 25082, Oklahoma City, OK 73125).

(b) All data and/or reports shall be delivered as specified in the Statement of work, Sections C.2.21, Monthly Personnel Reporting Requirements, and C.3.12, Data and/or Reports.

F.3 AUTHORIZED PERFORMANCE (JAN 1997)

CLA.0168

The execution of a contract shall not constitute authority for the contractor to commence performance. Performance shall be ordered by the issuance of a formal delivery order by an authorized Contracting Officer of the Mike Monroney Aeronautical Center. Orders issued orally or by written telecommunications shall reference a formal delivery order number and shall be confirmed by issuance of the formal delivery order.

F.4 CONTRACT PRICE ADJUSTMENT RESULTING FROM CHANGE TO CONTRACT PERIOD

Should a contract be awarded with an effective date later than December 1, 2004, the contract price for the month would be adjusted/prorated based on the total number of days remaining in the contract month. For example, a contract award based on an effective start date of December 15, 2004, would result in an adjusted contract price based on the actual contract monthly dollar amount for contract line item 8 divided by 31 days multiplied by the number of days (16) remaining in the contract month.

F.5 CONTRACT PERIOD (JAN 1997)

CLA.1604

The effective period of this contract is 1 year from date of award.

3.1-1 Clauses and Provisions Incorporated by Reference (September 2002)

This screening information request (SIR) or contract, as applicable, incorporates by reference one or more provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://fast.faa.gov> (on this web page, select "Contract Writing/Clauses").

3.10.1-9 Stop-Work Order (October 1996)

3.10.1-11 Government Delay of Work (April 1996)

PART I - SECTION G - CONTRACT ADMINISTRATION DATA**G.1 GOVERNMENT-FURNISHED PROPERTY**

As specified in Section C.4, Government-Furnished Property and Services, of the Statement of Work, Government-furnished property will be provided to the contractor for use in the performance of this contract. An inventory of the Government-furnished property is provided and listed as Technical Exhibit Two to Statement of Work. The Contractor's Guide for Control of Government Property is available on the internet at <http://fast.faa.gov>.

G.2 INVOICING PROCEDURES - GENERAL (JAN 2002)

CLA.0135

(a) In addition to the requirements set forth at AMS Clause 3.3.1-17, Prompt Payment, for the submission of a proper invoice, the contractor shall submit a separate invoice for (1) each month of performance of services, or (2) those items of supplies furnished, as follows:

(1) The original to: FAA, Mike Monroney Aeronautical Center
Financial Operations Division (AMZ-100)
P.O. Box 25710
Oklahoma City, OK 73125-4913

(2) Two copies to: FAA, Mike Monroney Aeronautical Center
NAS, Contract Management Team (AMQ-240)
P.O. Box 25082
Oklahoma City, OK 73125

(3) Two copies to: FAA, Mike Monroney Aeronautical Center
 Operation and Maintenance Division (AMP-300)
 P.O. Box 25082
 Oklahoma City, OK 73125

(b) Each invoice shall highlight the following information:

- (1) Contract number and applicable Delivery Order number.
- (2) Noun description of services and/or supplies, including applicable line item number(s) and quantity(s) that were provided.
- (3) Extended totals for invoiced quantities.

(c) All contractors invoicing services to the FAA in labor hours shall maintain on file, and submit when required for verification or audit, certified time logs showing a daily start and ending work times, the daily total of productive hours charged to the contract, a daily entry for any non-productive work-hours and cumulative totals for each pay period.

G.3 OPTION TO EXTEND SERVICES (JAN 1997)

CLA.0116

The Government may unilaterally exercise its option to extend the term of the contract for performance of specified services pursuant to Section I, AMS Clause 3.2.4-34, Option to Extend Services, by written notice to the contractor not later than the expiration date of the current contract period.

G.4 INCREMENTAL FUNDING (JAN 1997) (Applicable to 6 and 7)

CLA.2604

(a) The Government reserves the right to incrementally fund this contract on a periodic basis to promote efficiency in the utilization of fiscal allotments through the routine budget process or the use of interim funding measures such as under congressional "continuing resolution" procedures.

(b) Delivery orders will be periodically issued to provide a not-to-exceed amount of funds. Such amount will be sufficient to cover contract performance for the period specified in the order, plus an estimated cost for terminating the contract should additional funds not be available to continue performance under the contract.

(c) This clause becomes inoperative when the contract period is fully funded.

G.5 OPTIONAL LINE ITEM (CLIN 5 - ESCORT SERVICES)

The Government may add the requirement for escort services identified in Schedule B, under optional contract line item 5 at the monthly prices specified. The Contracting Officer may exercise the option at the time of contract award, or by written notice to the Contractor upon determination by the FAA that this contract line item will be exercised.

PART I - SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 PHASE-IN

(a) To ensure a smooth transition in the change of work effort from the current contractor, this contract contains a phase-in period, the purpose of which is to:

- (1) Become thoroughly familiar with work requirements and work procedures;

(2) Complete training requirements and accomplish necessary training of contractor employees;

(3) Obtain interim or final suitability; and

(4) Obtain all required equipment, uniforms, vehicles, etc., necessary for the contractor to begin full performance.

(b) The contractor will be allowed access to the facilities to familiarize supervisors, key personnel and staff with current operation. Arrangements will be made with the Contracting Officer (CO) or the designated CO Representative (COR).

(c) At the beginning of full contract performance, the contractor shall assume responsibility for all tasks.

H.2 PHASE OUT

The incumbent contractor shall cooperate to the extent required to permit an orderly change over to the successor contractor pursuant to the requirements of AMS Clause 3.8.2-11, Continuity of Services.

H.3 SPECIAL SUPPORT SERVICES (Applicable only to 6 and 7)

(a) Written authorization to proceed on CLIN 6 and 7 set forth in Section B must be received from the CO before performance. This authorization to proceed will be provided by Work Requests issued by the CO or COR.

(b) The contractor will prepare and submit Work Request Proposals for necessary additional work required in the format and details prescribed by the CO or COR.

(c) The composite hourly rate in effect for CLIN 6 and 7 at the time of the Work Request will be the rate paid for all additional work required by the Government.

H.4 PERSONNEL QUALIFICATIONS

(a) Guards shall be qualified and trained to perform duties and responsibilities in accordance with the standards and policies set forth in this contract. Guards must be able to work and communicate effectively with fellow employees and the general public.

(b) Firearms

(1) Each member of the security force, who is required to carry a firearm, must complete an approved firearms training program and qualify prior to working at the Aeronautical Center. on-the-job training or as specifically exempted, in writing, by the CO.

(2) The approved firearms training program shall be the same as the GSA/FPS qualification course, Federal Law Enforcement Training Center Practical Pistol Course, FAA Contract Guard Firearms Qualification Course of Fire.

(3) Training and qualification records for security guard personnel shall be maintained current, and shall reflect all pertinent data regarding formal firearms training received, instruction in FAA firearms policy, and range scores for each individual. Training and qualification records are subject to "spot checks" and inspection by the CO or COR.

(4) Before contractor issue of a firearm is authorized, the contractor shall certify to CO or COR, in writing, that the individual has completed an approved firearms training within the preceding 12-month period.

(5) Individuals who have successfully completed an approved firearms training program shall be required to requalify with his/her personally assigned, by serial number, firearm on an annual basis. The contractor shall notify CO or COR in writing, of every requalification or failure to qualify.

(6) Any exception or deviation from the approved firearms training program or qualification must be approved, in writing, by the CO.

(7) The requirements contained in FAA Order 1600.69B, Facility Security Management Program, Chapter 4, FAA Contract Guard Services.

(8) Firearm Issuance - The firearm issued for duty will be the same firearm, serial number, with which the security guard successfully qualified. If the firearm is not available, due to maintenance, etc., then a similar firearm by make and model will be used as a substitute until the assigned firearm is repaired or returned to service. Any firearm substitution must be reported immediately, in writing, to the CO and/or COR listing the estimated time the firearm will be unavailable for duty.

(c) Medical

(1) Medical examinations of guards to assure their physical fitness shall be conducted and recorded on Standard Form 78 (SF-78), Certificate of Medical Examination, or an equivalent form, during the pre-employment period and annually thereafter or more frequently as determined by the examining physician. The medical examination shall include but not be limited to the items listed on the SF-78 and in the Medical Standards Guide (MSG). The standards in the MSG shall be met by all security guard personnel. In addition, each security guard shall be tested for drugs at the time of initial selection for duty at the Aeronautical Center and at least once per year on a random basis each year thereafter. Personnel who test positive for drug use shall not be permitted to work at the Aeronautical Center.

(2) An Electrocardiogram (EKG) is not required unless deemed necessary by the examining physician. The examining physician will be selected by the contractor. The contractor will furnish to CO or COR completed copies of all SF-78 or equivalent form, for each medical examination of all security guard personnel. The SF-78 may be obtained from the CO or COR.

(d) Complete documentation or copies of all results of preemployment check shall be furnished to the CO or COR. The CO or COR will be given the opportunity to review the documentation and furnish the contractor an evaluation of the proposed action. In the event of disagreement over final selection, such disagreement shall be resolved by the CO.

(e) The assigned personnel shall be instructed not to divulge any information relating to Aeronautical Center security. All requests for information shall be referred to the CO.

H.5 SECURITY INVESTIGATION OF GUARD FORCE PERSONNEL

(a) A Minimum Background Investigation (MBI) is required for all personnel under this contract. Position Sensitivity for this contract are Level 1. Low Risk and Level 5, Moderate Risk.

(b) The contractor shall furnish the following forms for initiating the required investigation to the Service Security Element (SSE):

(1) An original Standard Form 85P (SF-85P), Questionnaire for Public Trust Positions, September 1995 edition.

(2) One copy of the Official Form 306 (OF-306), Declaration for Federal Employment, September 1994 edition.

(3) One single sheet fingerprint chart (FD-258).

(c) The SF-85P shall be completed (all questions answered) in accordance with the instruction sheet. The FD-258 shall be written in ink or typewritten with all answerable question blocks completed. Fingerprint facilities are available at the Aeronautical Center Guard Office located in room 151, Headquarters Building, MMAC, Oklahoma City, OK. Arrangements for using the fingerprinting facilities shall be made by contacting the MMAC guards by phone at (405) 954-4620. Forms must be signed and dated within the 60-day period preceding submission.

(d) Investigations are required to be completed and favorably adjudicated for suitability prior to contract employees having access to MMAC grounds and property. However, preplacement investigative requirements may be waived on an emergency basis by the Servicing Security Element if such action is deemed to be in the national interest. Requests for such waivers must be

submitted to the Servicing Security Element by the requesting Government organization.

(e) The contractor shall ensure that at the time the waiver is requested, Completed forms, SF-85P, OF-306, and FD-258 are provided (through the requesting Government organization) to the Servicing Security Element.

H.6 QUALIFICATION REVIEW AND APPROVAL

See Statement of work C.2.17, Qualification Review.

H.7 DETECTIVE AGENCIES

Federal Law (5 U.S.C. 3108) provides that no employee of the Pinkerton Detective Agency or similar organization may be employed by the Government. The contractor shall not, during the period of performance of this contract, engage in any operation making the contractor ineligible to perform by reason of the provisions of the aforementioned law.

H.8 PERMITS AND LICENSES

The contractor shall, without additional expense to the Government, be responsible for obtaining any necessary licensees and permits, and for complying with any Federal, State, and municipal laws, codes and regulations applicable to the performance of the security guard services (Ref SOW C.5.9, Permits).

H.9 CONTRACTOR-FURNISHED PROPERTY

The contractor shall furnish the property specified in the SOW, Section C.5, Contractor-Furnished Property.

H.10 CONTROL OF GOVERNMENT-FURNISHED PROPERTY

The Contractor shall utilize the Contractor's Guide for Control of Government Property, as a guide for the control and accountability of Government Furnished Property. The guide is available on the internet at <http://fast.faa.gov> (on this webpage select "procurement toolbox").

H.11 GOVERNMENT PROPERTY REPORTS (JAN 1997)

CLA.4528

(a) The Contractor shall prepare an annual report of Government property in its possession and the possession of its subcontractors.

(b) The report shall be submitted to the Contracting Officer not later than September 15 of each calendar year on Form DOT F 4220.43, Contractor Report of Government Property.

H.12 SUPERVISION, TRAINING AND ADMINISTRATION

(a) The contractor shall be fully responsible for the continuous supervision, training, equipping, security orientation, and administration of all assigned personnel. This includes weapons instruction and firing in accordance with FAA Order 1600.69B, the SSE shall approve all firearm qualifications courses. Guards will receive no less than 40 hours on-the-job training in the accompaniment of a fully qualified guard at the Aeronautical Center. The contractor shall be fully responsible for maintaining standards of competency, conduct, and integrity of all assigned personnel to the satisfaction of the CO or the COR. Each guard excluding driver (courier) personnel shall receive at least 32 hours recurrent training per year (See SOW, Section C.7, Training).

(b) The CO, COR, and a representative of the Servicing Security Element may attend any training and/or qualification sessions.

(c) One of the contractor's personnel, in addition to meeting the qualifications as set forth in Clause H.3, Personnel Qualifications, must be designated to provide supervision to ensure that the work hereunder will be performed in accordance with the terms and provisions of this contract. In addition, each shift shall have one individual designated as shift manager. Any change in designated supervision subsequent to contract award shall be made, in writing, by letter addressed to FAA, Mike Monroney Aeronautical Center, NAS, Contract Management Team, Contracting Officer, AMQ-240, P.O. Box 25082 Oklahoma City, OK 73125-4931.

H.13 EMERGENCY SITUATIONS

See Statement of Work, section C.3.10, Response to Emergency Situations.

H.14 TRAINING FOR DRIVERS IN AIRPORT OPERATIONS AREA

(a) The contractor shall ensure that all of their personnel who will have unescorted driving privileges on the Aeronautical Center Air Operations Area (AOA) have read, and certified that they have read, DOT/FAA Order 5200.7, Training for Drivers In An Airport Operations Area, Appendix 1, A Guide to Ground Vehicle Operations on an Airport (DOT/FAA/AS-90-3). This order established requirements for driver training for personnel who, as a part of their job, are required to drive on any airport AOA. Pursuant to the Order, no personnel will be permitted to drive on the airside portion of the airport unless he/she has read, and certified to his/her supervisor that he/she has read the above referenced order.

(b) To ensure that any contractor employee who will be driving on the airport has complied with this directive and has read the Guide, the contractor shall certify compliance with the requirement by completing and returning to the CO or COR, Order 5200.7, Appendix 2, FAA Driver Training Certification, for each contract employee having need to drive on the airside portion of the airport. All contractor personnel must have the required certification on file in order to have unescorted driving privileges on the AOA.

H.15 SUPERVISION OF CONTRACTOR EMPLOYEES

The contractor shall designate one or more supervisors to be located on site within the place designated for performance of security guard services. Contractor supervisors will provide day-to-day supervision of contractor employees including but not limited to work assignment, leave, payroll records, etc. At no time will contractor employees be supervised by Government personnel.

H.16 NOTIFICATION OF CRIMINAL ACTIVITY BY CONTRACT EMPLOYEE (JUL 2001)

CLA.0069

Upon learning that contractor personnel with authorized access to FAA facilities/resources has been charged by a law enforcement agency for any criminal offense other than minor traffic offense, the contractor shall provide written notification within one workday to the Contracting Officer. The Contracting Officer (CO) shall then notify the FAA Servicing Security Element (SSE) AMC-700 at the Aeronautical Center in writing. A traffic offense will be considered minor when the maximum fine that could be imposed is \$300 or less. The contractor will be notified of the impact that the charge or results of

the charge have on the contractor's affected personnel as soon as a determination is provided to the CO by the SSE.

H.17 SAFETY AND HEALTH (JUN 2002)

CLA.0090

(a) The Contractor shall assure that no person employed on this contract works in surroundings or under conditions that are unsanitary, hazardous, or dangerous to their health or safety. The contractor shall also ensure that all employees received appropriate and required safety, health, environmental, and equipment operational training. In fulfilling these requirements, the Contractor shall comply with:

(1) Department of Labor Safety and Health Standards for Construction under Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq. and CFR 1960).

(2) Occupational Safety and Health Act of 1970, (Public Law 91-598 and 29 CFR 1960) and applicable rules and regulations as may have been delegated to the States.

(3) Supplemental FAA safety and health requirements contained in FAA Order 3900.19B and Order AC3900.21E, Chg 1, or elsewhere in the contract. Other standards used by FAA include the National Fire Codes, American National Standards Institute, American Society of Testing and Materials (ASTM), AC 3940.1C (Procedures for handling injury, illness, or fire at the Mike Monroney Aeronautical Center), etc. This list of standards or laws is not inclusive. Other safety and health FAA regulations can be found in the 3900 classification series entitled, "Employee Health and Safety." Other environmental FAA regulations can be found in the 1000 classification series entitled, "Administration, Management, and Policies -- General."

(b) If there are conflicts between any of the requirements referenced in this contract, the more stringent requirement will prevail.

(c) If the Contractor fails or refuses to promptly comply with any safety or health requirement, the Contracting Officer's Technical Representative (COTR) will notify the Contractor of any such noncompliance and the Contractor shall take immediate corrective action. Such notice, whether oral or written, when served on the Contractor or any of its employees at the site of the work, shall be deemed sufficient. If the Contractor fails or refuses to promptly correct the condition, the COTR may stop all or any portion of the work. When satisfactory corrective action has been taken, the contractor shall request permission to resume work from the COTR. No time extension or additional costs, resulting from the directive to stop work shall be allowed. Failure of the COTR to provide notice of noncompliance or to stop work shall not relieve the Contractor of its responsibility for the safe performance of the work.

(d) The Contractor shall require contract personnel to wear personal protective equipment when it is necessary because of the hazards on the job and in most instances will provide the equipment, except that which has been specified to be furnished by FAA. All personal protective equipment worn by contractors shall be equal to or exceed the level of protection provided to Government employees.

(e) Contractors shall include a clause in all subcontracts to require subcontractors to comply with this clause.

H.18 REQUIREMENT FOR SCREENING OF CONTRACTOR PERSONNEL (Jul 2001) CLA.1262

(a) Contractor Screening of Personnel. The operation of this contract is intended to promote the continued safe and secure operation of Federal Aviation Administration (FAA) facilities, systems and resources that comprise or support the National Aerospace System. Access to most FAA locations, systems and equipment is restricted and controlled by the responsible FAA Servicing Security Element. No rights of access to FAA facilities or resources are conferred to the contractor or contractor personnel by this contract. The contractor is responsible for identifying and providing

qualified and acceptable personnel in performance of the contract. To meet this requirement, the contractor shall perform routine personnel screening prior to personnel having access to any FAA facility, resources, or sensitive information.

(1) The contractor shall obtain a criminal history report of the prospective employee from the appropriate state authority, i.e., the state where the individual was last employed. If the criminal history report reveals an occurrence of activity listed in paragraphs 1 through 6 of the contract attachment entitled "Screening Standards-Contractor" within the preceding 9 years, the prospective employee shall not be allowed access to any FAA facility, resources, or sensitive information. Payment of any fees charged for such criminal history reports shall be the responsibility of the contractor. If the cost is included in the price of the contract, it shall be subject to the usual tests of allocability and reasonableness.

(2) The Government expects that the contractor will normally contact prospective employees' previous employer(s) for employment history, and apply the contractor's customary standards for employment suitability. If this employment history check reveals a documented occurrence of activity listed in paragraph 7 of the contract attachment entitled "Screening Standards - CONTRACTOR" within the preceding 9 years, the prospective employee shall not be allowed access to any FAA facility, resources, or sensitive information.

(3) When specific experience or educational requirements apply to personnel performing on the contract, the contractor shall verify prospective employees' claimed experience or educational qualifications.

(b) Government Screening Standards for Contractor Personnel.

(1) The Contractor shall inform prospective employees that the FAA will perform background investigations on contractor personnel prior to their gaining access to any Federal Aviation Administration (FAA) facility, resource or sensitive information/system in performance of the contract.

(2) Prior to placing any employee in a position having access to FAA facilities, resources or sensitive information, the contractor shall provide that employee a copy of the contract attachment entitled "Adjudicative Standards: Issues". (Appendix 6, FAA Order 1600.72). In addition, the contractor must advise the prospective employee of FAA's intent to employ such adjudicative standards in determining employee access as described above.

(3) Any personnel the contractor employs to work on FAA facilities and resources found to have a conviction history within nine (9) years prior to beginning performance under this contract shall be denied access to any FAA-controlled facility/resource. No access will be granted until the Government's background investigation is complete and a favorable determination made as a result of the adjudication process.

(c) Upon written request to the CO or his/her designated representative, the FAA may waive the screening requirements with respect to:

(1) a contractor employee that has had a FAA background investigation within the previous five years, with uninterrupted employment and performance on a FAA facility, and a record of acceptable behavior; or

(2) a contractor employee that has had a FAA background investigation within the previous 12 months, with interrupted employment and performance on a FAA facility, and a record of acceptable behavior.

(d) If in unusual circumstances the contractor finds it necessary to utilize a person that does not meet the requirements of paragraph (a), the FAA may at its sole discretion, grant a waiver to this clause. Contractor's request

for waiver shall be in writing to the contracting officer, providing information about mitigating circumstances to the negative screening results, and explain why the person should have access to FAA facilities, resources or sensitive information. The FAA will grant or deny the waiver request in writing within 15 days following receipt. The decision to grant or deny the waiver is solely the FAA's, and is not subject to appeal or to the "Disputes" clause of this contract. The contractor understands that access suitability determinations by the responsible Security Servicing Element, although

conclusive under this contract, derive legal standing independent of the contract.

(e) If the contractor fails to perform the required screening, or disregards the results of the screening, and subject personnel are found to be unacceptable as a result of FAA background investigation(s), the contractor shall be responsible for FAA's cost of subsequent FAA background investigation(s) of the replacement personnel. The cost of additional FAA background investigation(s) may be deducted from requests for payment under the contract.

(f) The Contractor shall retain all reports and related documentation pertaining to (a) (1) through (3) for the duration of this contract, and shall make them available for review by the contracting officer, or his/her designated representative, within 10 days of written request.

(g) Neither the time required to perform the screening, nor the impact of any personnel action(s) required as a consequence of the screening shall be considered an "excusable delay" as described in the "Default" clause of this contract.

(h) Notwithstanding the diligent effort of the contractor to provide qualified and acceptable personnel for performance of the contract, the CO may by written notice deny access to FAA facilities, resources, or sensitive information to those personnel who have been deemed incompetent, careless, dangerous, unsuitable or otherwise objectionable, former federal employees in violation of a post-employment restriction, or those whose continued presence on Government property is contrary to the public interest or inconsistent with the interest of national security. The Contractor shall fill out, and cause each of its personnel on the contract to fill out for submission to the Government, such forms as may be necessary for security or other reasons relating to qualifications and suitability for contract work. Upon request of the CO, the Contractor's personnel shall be fingerprinted.

H.19 CEILING PRICE (JAN 1997)

CLA.0120

(Applicable to CLINs 6 and 7 only)

Notwithstanding the provisions of AMS 3.3.1-5, Payments under Time-and-Materials and Labor-Hour Contracts, incorporated by reference in Section I, the ceiling price required therein is applicable to and will be established for each delivery order issued hereunder and will vary depending on the work to be performed.

H.20 CONTRACT SHUTDOWN PROCEDURES PENDING

CLA.1051

APPROPRIATIONS FOR NEW FISCAL YEAR (JAN 1997)

(a) In the event no continuing resolution or permanent appropriation is in place at the outset of the new fiscal year (FY), contractor employees are expected to report for their assigned duties the first workday of that new FY. Absent an appropriation, contract services that are determined by the Government to be non-essential will be shutdown as soon as practical. To implement the shutdown, the Contracting Officer may require the contractor to stop all, or any part, of the work called for under the contract pursuant to AMS clause 3.10.1-9, Stop-Work Order.

(b) This clause does not limit the Government's rights provided by AMS 3.10.6-4, Default, or AMS 3.10.6-1, Termination for Convenience of the Government, clause of the contract.

H.21 SAVE HARMLESS AND INDEMNITY AGREEMENT (JAN 1997)

CLA.3211

The contractor shall save and keep harmless and indemnify the Government against any and all liability, claims, and costs of whatsoever kind and nature of

injury to or death of any person or persons and for loss or damage to any property (Government or otherwise) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work in connection with this contract, resulting from the negligent acts, fault or omissions of the contractor, any subcontractor, or any employee, agent, or representative of the contractor or any subcontractor.

H.22 LIABILITY INSURANCE (JAN 1997)**CLA.3212**

(a) Pursuant to AMS 3.4.1-10, Insurance--Work on a Government Installation, the insurance required of the contract during contract performance is:

(1) Workers' compensation and employer's liability as required by applicable Federal and Oklahoma State workers' compensation and occupational disease statutes. Employer's liability coverage shall be not less than \$100,000.

(2) General liability coverage written on the comprehensive form of policy providing limits of liability for bodily injury of not less than \$500,000 for each occurrence and property damage limits of liability of not less than \$100,000 for each accident.

(3) Automobile liability (applicable to vehicles used in connection with contract performance) written on the comprehensive form of policy providing coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$100,000 per occurrence for property damage.

(b) The policy shall name "The United States of America, acting by and through the Federal Aviation Administration" as an additional insured with respect to operations performed under this contract.

(c) The policy shall include the following provision: "It is a condition of this policy that the insurer shall furnish written notice to the Federal Aviation Administration (certificate holder) 30 days in advance of any reduction in or cancellation of this policy."

(d) Certificate holder address:

FAA, NAS Contract Management Team (AMQ-240)
P. O. Box 25082
Oklahoma City, OK 73125

(e) At any time during contract performance and upon request of the Contracting Officer, the contractor shall provide a certified true copy of the liability policy and manually countersigned endorsements of any changes thereto.

H.23 VEHICLE ACCESS TO AIRCRAFT RAMP/HANGAR AREA (JAN 1997)**CLA.3401**

(a) Contractor vehicles, including vehicles of suppliers and subcontractors, entering the Aeronautical Center aircraft ramp/hangar area (defined as that area east of Duke Avenue where access is limited by security guard or locked doors/gates), must display a ramp permit. The Contracting Officer is generally responsible for issuing ramp permits to contractors; however, in certain situations, the Contracting Officer may direct the contractor to obtain such ramp permits directly from the Director of Airports through the Airport Police Department. Applications for ramp permits may be obtained from the Airport Police Department or the Security and Investigations Division, AMC-700. After completion of the application, it shall be taken to AMC-700 for approval prior to taking it to the Airport Police Department for issuance of the ramp permit.

(b) Ramp permits are issued subsequent to the Contracting Officer's receipt of a current certificate of insurance for vehicle liability, furnished by the contractor, as follows:

<u>Coverage</u>	<u>Minimum Limits of Liability</u>
Bodily injury	\$200,000 for each person \$500,000 for each occurrence
Property damage	\$1,000,000 for each accident

(c) The policy of insurance shall contain the following statements:

- (1) "The United States of America, acting by and through the Federal Aviation Administration, The City of Oklahoma City, and Oklahoma City Airport Trust, are additional insureds with respect to operations performed under this contract."
- (2) "It is a condition of this policy that the insurer shall furnish written notice to the Federal Aviation Administration, in care of the issuing office, 30 days in advance of any reduction in or cancellation of this policy."

(d) The address of the certificate holder shall be:

FAA, Office of Acquisition Services
NAS, A&F Acquisition Division
Contract Administration, AMQ-240
P.O. Box 25082
Oklahoma City, OK 73125

(e) In addition to (b) and (c) above, the contractor shall furnish to the Contracting Officer, at any time during the contract period, upon request by the Contracting Officer, a certified true copy of the liability policy and manually countersigned endorsements of any changes thereto.

H.24 FAA FACILITY REGULATIONS (JUL 2001)

CLA.3402

Contractor personnel, including employees of subcontractors, suppliers, etc., working or visiting an FAA facility, shall abide by all appropriate traffic, parking, security, and airport regulations in effect at that facility.

**H.25 GOVERNMENT-ISSUED KEYS/IDENTIFICATION BADGES
AND VEHICLE DECALS (NOV 2003)**

CLA.3403

(a) It may become necessary for the Government to issue keys, identification (ID) cards or vehicle decals to contractor personnel. Prior to or upon completion or termination of the work required hereunder, the contractor shall return all such government issued items to the issuing office with notification to the Contracting Officer Technical Representative (COTR).

When contract personnel who have been issued such items, either directly by the Government or through the contract supervisor, no longer require them to perform the work, the Government issued items shall be returned to the Government within three workdays. Additionally, unauthorized duplication or use of such keys, ID cards or decals is a violation of security procedures and is prohibited.

(b) In the event such keys, ID cards, or vehicle decals are not returned, the contractor understands and agrees that the Government may, in addition to any other withholding provision of the contract, withhold \$200 for each key, ID card, or vehicle decal not returned. If the keys, ID cards, or vehicle decals are not returned within 30 days from the date the withholding action was initiated, the contractor will forfeit any amount so withheld.

(c) Access to aircraft ramp/hangar areas is authorized only to those persons displaying a flight line identification card and, for vehicles, a current ramp permit issued pursuant to Part 107 of the Federal Aviation Regulations.

(d) The Government retains the right to inspect, inventory, or audit the ID cards, keys and vehicle decals issued to the contractor in connection with the contract at the convenience of the Government. Any items not accounted for to the satisfaction of the Government shall be assumed to be lost and the provisions of paragraph (b) shall apply.

(e) Keys shall be obtained from the COTR who will require the contractor to sign a receipt for each key obtained. Lost keys or identification media shall immediately be reported concurrently to the Contracting Officer (CO), COTR, the Security and Investigations Division, AMC-700 and the Office of Facility Management, AMP-300.

(f) Each contract employee, during all times of on-site performance at the Mike Monroney Aeronautical Center, shall prominently display his/her current and valid identification card on the front portion of their body between the neck and waist.

(1) Prior to any contractor personnel obtaining any pass or ID, the contractor shall submit complete documentation required under Clause entitled Security - Unescorted Access Only.

(2) To obtain the ID contractor personnel shall submit an Identification Card/Credential Application, (DOT 1681), signed by the employee and authorized by the CO or the COTR. The DOT 1681 shall be submitted at the same time the personnel security investigation paperwork required by Clause entitled Security - Unescorted Access Only, is submitted. The DOT 1681 shall contain, as a minimum, under the "Credential Justification" heading, the name of the contractor/company, the contract number or the appropriate acquisition identification number, the expiration date of the contract or the task (whichever is sooner), and the required signatures. This paperwork shall be submitted to the Security and Investigations Division, AMC-700 in the Airmen Records Building (ARB), Rm. 124, by the contractor, in a sealed envelope, either hand-carried by the contractor or sent via U.S. Mail to: FAA, Security and Investigations Division, AMC-700, P.O. Box 25082, Oklahoma City, OK 73125. The contractor will be notified when the DOT 1681 has been approved and is ready for processing by the Aeronautical Center guards in the Headquarters Building, Room 151. Arrangements for processing the Identification Cards, including photographs and lamination, can be made by contacting the Aeronautical Center security guards at 405-954-4620.

(3) The contractor is responsible for each ID card issued for their personnel. The project manager can receive ID cards by signing the back of the DOT Form 1681 for all new applicants. ID cards may be issued to the applicant upon receipt of a completed DOT Form 1681 that has been approved by AMC-700 and signed by the project manager and the applicant on the back of the form. Each DOT Form 1681 will be retained by the Government for accountability purposes.

(g) The contractor is responsible for ensuring final clearance is accomplished for all departing contract personnel. Final clearance will be accomplished by close of business the final workday of the contract employee or the next day under special conditions. Aeronautical Center Form AC 3370-2, Contract Employee Clearance Form will be completed by the contractor and copies will be distributed to the COTR, CO, and AMC-700 after completion.

**H.26 AGREEMENT TO PARTICIPATE IN ALTERNATIVE
DISPUTE RESOLUTION (APRIL 1998)**

CLA.4540

(a) The Federal Aviation Administration encourages direct communications and negotiations between the contractor and the contracting officer in an attempt to resolve contract disputes. In those situations where the parties are not able to achieve resolution at the contracting officer level, the agency favors the use of alternative dispute resolution (ADR) techniques to resolve disputes.

(b) The parties hereby agree that, prior to referring a contract dispute to the Office of Disputes Resolution as described in contract clause 3.9.1-1 "Contract Disputes", the parties will discuss whether they are willing to utilize ADR techniques such as mediation or nonbinding evaluation of the dispute by a neutral party. Upon receipt of a contract dispute from the contractor, the contracting officer will explore with the contractor whether the use of ADR techniques would be appropriate to resolve the dispute. Both parties must agree that the use of such techniques is appropriate, and agree to fairly share the associated expenses. If the parties do not mutually agree to utilize ADR to resolve the dispute, the dispute will be processed in accordance with the procedures set forth in clause 3.9.1-1.

H.27 SECURITY FORMS SUBMITTAL REQUIREMENTS (NOV 2003) CLA.4545

(a) The contractor shall submit complete (meaning every blank filled in), accurate (to the best of their knowledge) and timely (within the time frame specified in the Clause entitled Security - Unescorted Access) security forms with the required transmittal letter to the appropriate Servicing Security Element (SSE). A copy of the transmittal letter shall also be provided to the Contracting Officer.

(b) The applicable security forms are located on the Internet at <http://amq.mmac.faa.gov/security.asp> except for the Fingerprint Charts (Form No. FD-258) and ID Card Applications (DOT Form 1681) which will be provided by the COTR after contract award.

(c) Any discrepancies/incomplete forms shall be returned to the contractor's Project Manager or in lieu thereof, to the Government's Contracting Officer's Technical Representative (COTR) for return to the contractor.

(d) Failure on the contractor's part to submit complete, accurate and timely information (in whole or in part) may be grounds for termination under the Default clause of this contract.

H.28 PREVENTION OF OTHER FORMS OF HARASSMENT (MAY 2002) CLA.4551

(a) 'Harassment', as used in this clause, means any verbal, written, graphic, or physical form of harassment or other misconduct that creates or that may reasonably be expected to create an intimidating, hostile, or offensive work environment based on race, color, religion, gender, sexual orientation, national origin, age, or disability.

(b) It is FAA policy that harassment as defined in paragraph (a) above will not be tolerated or condoned in the FAA workplace. It is also FAA's intent to effectively address inappropriate conduct.

(c) The Contractor agrees to support this policy in performing work under this contract, and that harassment in any form will not be tolerated in the FAA workplace.

(d) If the Contractor, or a subcontractor of any tier, subcontracts any portion of the work under this contract, each such subcontract shall include this provision.

(e) The Contractor shall take whatever corrective action it deems necessary to promptly address harassment in the FAA workplace, or on an FAA site. The Contractor agrees to immediately provide the Contracting Officer all relevant information pertaining to any such conduct, and notify him/her of its planned action.

(f) The Contracting Officer may require the Contractor to remove employee(s) from the FAA worksite that the Contracting Officer deems to have engaged in harassment as defined in paragraph (a) above.

(g) Any FAA action under subsection (f) above does not relieve the Contractor of its liability or obligations under the Civil Rights Act of 1964, or any other applicable law or regulation.

H.29 SECURITY - UNESCORTED ACCESS ONLY (SEPTEMBER 2003)

CLA.4554

(a) Definitions.

(1) Access - In general the term "access" is defined as the ability to physically enter or pass through an FAA area or a facility; or having the physical ability or authority to obtain FAA sensitive information, materials or resources. In relation to classified information, the ability, authority or opportunity to obtain knowledge of such information or materials.

(2) Classified information - means official information or material that requires protection in the interest of national security and is classified for such purpose by appropriate classification authority in accordance with the provisions of Executive Order 12958, Classified National Security Information, in accordance with the provisions of Executive Order 12968, Access to Classified.

(3) Contractor employee as used for personnel security - any person employed as or by a contractor, subcontractor or consultant in support of the FAA.

(4) FAA Facility as it applies to personnel security - any manned or unmanned building, structure, warehouse, appendage, storage area, utilities, and components, which, when related by function and location form an operating entity owned, operated, or controlled by the FAA.

(5) Operating Office - a FAA line of business, an office or service in FAA headquarters, or a FAA division level organization in a region or center.

(6) Resources - FAA resources include a physical plant, information databases including hardware and software, as well as manual records pertaining to agency mission or personnel.

(7) Sensitive Information - any information which if subject to unauthorized access, modification, loss, or misuse could adversely affect the national interest, the conduct of Federal programs, or the privacy to which individuals are entitled under Section 552a of Title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy. Sensitive data also includes proprietary data.

(8) Servicing Security Element - the FAA headquarters, region, or center organizational element, which is responsible for providing security services to a particular activity.

(b) This clause applies to the extent that this contract requires contractor employees, subcontractors, or consultants to have access to FAA: (1) facilities, (2) sensitive information, and/or (3) resources regardless of the location where such access occurs, and none of the exceptions listed in FAA Order 1600.72, Chapter 4, paragraph 403g, 403i-1 and/or 409, pertain.

(c) Consistent with FAA Order 1600.72, the FAA Servicing Security Element (SSE) has approved designated risk levels for the following positions under the contract:

Position	Risk Level
Security Guard CON 081	5
Driver/Courier	1
Administrative/Secretary CON 064	5

(d) Not later than 30 days after contract award (or date of modification, if this provision is included by modification to an existing contract), for each employee in a listed position, provided, no previous background investigations can be supported as described below, the contractor shall submit the following documentation to the SSE for an employment suitability determination.

(1) Standard Form (SF) 85P, Questionnaire for Public Trust Positions, revised September 1995. The SF 85P shall be completed (all questions answered) in accordance with the instruction sheet.

(2) One single sheet fingerprint card (FD-258). The FAA SSE will provide information pertaining to the location of fingerprinting facilities. All

fingerprint charts shall be written in ink or typewritten with all answerable question blocks completed, and shall be signed and dated within the 60-day period preceding the submission.

(3) The type of investigation conducted will be determined by the position risk level designation for all duties, functions, and/or tasks performed and shall serve as the basis for granting a favorable employment suitability authorization as described in FAA Order 1600.72. If an employee has had a previous background investigation completed by a federal Government entity, which meets the requirements of Chapter 4 of FAA Order 1600.72, it will be accepted by the FAA, however, the FAA reserves the right to conduct further investigations, if necessary. For each employee for whom a previous background investigation was completed the Contractor shall provide, in writing to the SSE, the name, date of birth, place of birth, and social security number of the employee, the name of the investigating entity and approximate date the previous background investigation was completed.

(4) The Contractor shall submit the required information with a transmittal letter referencing the contract number and this request to:

Mike Monroney Aeronautical Center Contracts:
Mgr., Investigations and Internal Security Branch, AMC-700
Federal Aviation Administration
6500 S. MacArthur Blvd.
Oklahoma City, OK 73169

(5) The transmittal letter shall also include a list of the names of employees and their positions for which completed forms were submitted to the SSE pursuant to this Clause. A copy of the transmittal letter shall also be provided to the Contracting Officer.

(e) The contractor shall submit the information required by Section (d) of this Clause for any new employee not listed in the Contractor's initial thirty (30) day submission who is hired into any position identified in Section (c) of this Clause.

(f) No contractor employee shall work in a high, moderate, or low risk position unless the SSE has received all forms necessary to conduct any required investigation and has authorized the contractor employee to begin work. However, if this provision is added by modification to an existing contract, contractor employees performing in the positions listed above may continue work on the contract pending:

- (1) the submittal of all necessary forms within 30 days, and
- (2) completion of a suitability investigation by the SSE, subject to the following conditions:

NONE

(3) If the necessary forms are not submitted by the Contractor to the SSE within 30 days of the effective date of the modification, the contractor employee shall be denied access to FAA facilities, sensitive information and/or resources until such time as the forms are submitted.

(g) As applicable, the Contractor shall submit quarterly reports providing the following information to the Contracting Officer with a copy to the SSE and the Operating Office on or before the fifth day following each report period: A complete listing by full name in alphabetical order with the social security number, of all contractor personnel who had access to an FAA facility, sensitive information and/or resources anytime during the report period (social security number shall be omitted from CO and Operating Office copies of report(s)).

(1) In addition to the above mentioned quarterly report requirements, the Contractor shall submit to the SSE on or before the fifth day of each month, any employment changes made during the reporting period. Examples of such changes are terminations (to include name, SSN, termination date), new hires (to include name, SSN, hire date), and name changes. All lists should be in alphabetical order and have the name of the Contractor and the contract number.

(h) The Contractor shall notify the CO within one (1) day after any employee identified pursuant to Section (c) of this Clause is terminated from performance on the contract.

(i) The Contracting Officer may also, after coordination with the SSE and other security specialists, require contractor employees to submit any other security information (including additional fingerprinting) deemed reasonably necessary to protect the interests of the FAA. In this event, the Contractor shall provide, or cause each of its employees to provide such security information to the SSE, and the same transmittal letter requirements of Section (d) of this Clause shall apply.

(j) Failure to submit information required by this clause within the time required may be determined by the Contracting Officer a material breach of the contract.

(k) If subsequent to the effective date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(l) The contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (1) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access and where the exceptions under Chapter 4, paragraph 403g, 403i-1, and 409 of FAA Order 1600.72 do not apply.

(m) All contractor personnel involved with the performance of this contract requiring access as defined by this clause, in performance of this contract, shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card form I-151, or who presents other evidence from the Immigration and Naturalization Service that employment will not affect his/her immigration status. Copies of applicable documentation must be available to appropriate Federal Officials upon request.

(n) Aliens and foreign nationals proposed under this contract who have access to FAA sensitive information, facilities and/or resources must meet the following conditions in accordance with FAA Order 1600.72, chapter 4, paragraph 407: (1) must have resided within the United States for 3 consecutive years of the last 5 years unless a waiver of this requirement is requested and approved in accordance with the requirements stated in FAA Order 1600.72, chapter 4, paragraph 409(b) (3); (2) a risk or sensitivity level designation can be made for the position; and (3) the appropriate security screening can be adequately conducted.

H.30 QUALIFICATIONS OF EMPLOYEES (DEC 2002)

CLA.4552

The Contracting Officer will provide notice to the Contractor when any contractor employee is found to be unsuitable or otherwise objectionable, or whose conduct appears contrary to the public interest, or inconsistent with the best interest of national security. The Contractor shall take appropriate action, including the removal of such employees from working on this FAA contract, at their own expense. The contractor agrees to insert terms that conform substantially to the language of this clause in all subcontracts under this contract.

H.31 STRIKES OR PICKETING AFFECTING TIMELY COMPLETION OF THE CONTRACT WORK

Notwithstanding any other provision hereof, the Contractor is responsible for delays arising out of labor disputes, including but not limited to strikes, if such strikes are reasonably avoidable. A delay caused by a strike or by picketing which constitutes an unfair labor practice is not excusable unless the Contractor takes all reasonable and appropriate action to end such a strike or picketing, such as the filing of

a charge with the National Labor Relations Board, the use of other available Government procedures, and the use of private boards or organizations for the settlement of disputes.

PART II - SECTION I - CONTRACT CLAUSES

3.2.2.3-39 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA--MODIFICATIONS (JUNE 1999)

Exceptions from cost or pricing data.

(a) In lieu of submitting cost or pricing data for modifications under this contract, for price adjustments on the date of the agreement on price or date of the award, whichever is later, the Contractor may submit a written request for exception by submitting the information described in the following paragraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable--

(1) Information relative to an exception granted for prior or repetitive acquisitions.

(2) Catalog price information as follows:

(i) Attach a copy of or identify the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which this proposal is being made.

(ii) Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, and reseller.

(iii) Additionally, for each catalog item that exceeds [\$25,000, provide evidence of substantial sales to the general public. This may include sales order, contract, shipment, invoice, actual recorded sales or other records that are verifiable. In addition, if the basis of the price proposal is sales of essentially the same commercial item by affiliates, other manufacturers or vendors, those sales may be included. The offeror shall explain the basis of each offered price and its relationship to the established catalog price. When substantial general public sales have also been made at prices other than catalog or price list prices, the offeror shall indicate how the proposed price relates to the price of such recent sales in quantities similar to the proposed quantities.

(3) Market price information. Include the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. The nature of the market should be described. The supply or service being purchased should be the same as or similar to the market price supply or service. Data supporting substantial sales to the general public is also required.

(4) Identification of the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

(5) Information on modifications of contracts or subcontracts for commercial items.

(i) If (1) The original contract or subcontract was granted an exception from cost or pricing data requirements because the price agreed upon was based on adequate price competition, catalog or market prices of commercial items, or prices set by law or regulation; and (2) the modification (to the contract or subcontract) is not exempted based on one of these exceptions, then the Contractor may provide information to establish that the modification would not change the contract or subcontract from a contract or subcontract for the acquisition of a commercial item to a contract or subcontract for the acquisition of an item other than a commercial item.

(ii) For a commercial items, the Contractor may provide information on prices at which the same item or similar items have been sold in the commercial market.

(b) The Contractor grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this clause, and the reasonableness of price. Access does not extend to cost or price information or other data relevant solely to the Contractor's determination of the prices to be offered in the catalog or marketplace.

(c) By submitting information to qualify for an exception, an offeror is not representing that this is the only exception that may apply.

(d) Requirements for cost or pricing data. If the Contractor is not granted an exception from the requirement to submit cost or pricing data, the following applies:

(1) The Contractor shall submit cost or pricing data as specified in the Appendix to Toolbox Guidance Section T.3.2.3, "Cost and Pricing Methodology".

(2) As soon as practicable after agreement on price, but before award (except for unpriced actions), the Contractor shall submit a Certificate of Current Cost or Pricing Data as described in the Appendix to Toolbox Guidance Section 3.2.3, "Cost and Price Methodology".

3.2.2.3-75 REQUESTS FOR CONTRACT INFORMATION (APRIL 2002)

Any contract resulting from this SIR will be considered a public document, subject to release under the Freedom of Information Act (FOIA), 5 U.S.C. Section 552. Unless covered by an exemption described in the Act, all information contained in the contract, including unit price, hourly rates and their extensions, may be released to the public upon request. Offerors are therefore urged to mark any sensitive documents submitted as a result of this Screening Information Request SIR that may be deemed as trade secrets, proprietary information, or privileged or confidential financial information.

3.2.4-16 Ordering (October 1996)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued during the effective period of the contract stated in the Schedule.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule. (End of clause)

3.2.4-17 Order Limitations (October 1996)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$25, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor-

(1) Any order for a single item in excess of the estimated annual requirement specified in Part I, Section B;

(2) Any order for a combination of items in excess of the estimated annual requirement specified in Part I, Section B; or

(3) A series of orders from the same ordering office within 30 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract, the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source. (End of Clause)

3.2.4-19 Requirements (October 1996) (Applicable to CLIN 6 and 7 only)

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the "Schedule" are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the "Schedule" and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the "Schedule" that are required to be purchased by the Government activity or activities specified in the "Schedule."

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after the delivery date required by order(s) placed within the ordering period.

3.2.4-34 Option to Extend Services (April 1996)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the period specified in the Schedule.

3.2.4-35 Option to Extend the Term of the Contract (April 1996)

(a) The Government may extend the term of this contract by written notice to the Contractor within the present term of the contract; provided that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years (exclusive of any transition period). (End of clause)

3.3.1-11 Availability of Funds for the Next Fiscal Year (April 1996)

Funds are not presently available for performance under this contract beyond the current fiscal year. The FAA's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the FAA for any payment may arise for performance under this contract beyond the current fiscal year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

3.6.1-7 Limitations on Subcontracting (August 1997)

By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for:

(a) Services (except construction). At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the prime contractor.

(b) Supplies (other than procurements from a regular dealer in such supplies). The prime contractor shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.

(c) General construction. The prime contractor shall perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.

(d) Construction by special trade contractors. The prime contractor shall perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.

Compute small business subcontracting labor cost percentages as follows:

Contractor Subcontractor
Direct Labor \$ _____ \$ _____
Allowable Overhead _____
Subtotal (A) _____ (B) _____
Labor G&A @ _____ % _____
Total Labor Costs (C) _____ (D) _____

To calculate the subcontracting percentage, first add Direct Labor and Allowable Overhead and enter the figures for the contractor in space (A) and for the subcontractor (if available)* in space (B).

Next, calculate Labor G & A by multiplying the G & A rate by the subtotal figure in space (A). Calculate subcontractor Labor G & A by multiplying the subcontractor's G & A rate by figure (B). Add the Labor G & A to the Subtotal and record that figure in the spaces for Total Labor Costs (C) and (D).

Now, using the formula $(D)/(C) + (D)$, calculate the subcontracting labor cost percentage.

*You need to be comparing as like figures as possible; therefore, if you have a breakdown of the subcontractor's costs, use it in the formulation above. If you do not have a breakdown of the subcontractors' costs, you should use the Total Subcontracting Amount for item (D), though you should still breakdown the contractor's costs.

3.6.1-8 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE SEDB CONCERNS April 2000)

(a) Offers are solicited only from "eligible socially and economically disadvantaged business (SEDB)" concerns. As used herein, an "eligible SEDB" concern is a small business concern expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) program and which meets the following criteria at the time of release of the initial SIR or public announcement (if issued), whichever is first:

(1) The offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action direct by the the SBA.

(b) By submission of its offer, the offeror certifies that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) (1) Agreement. A manufacturer or regular dealer submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns inside the United States, its territories or possessions, the Commonwealth of Puerto Rico, or the Trust Territory of the Pacific Islands. However, this requirement does not apply in connection with construction or service contracts.

(2) The contractor will notify the Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party. (End of clause)

3.6.2-29 Statement of Equivalent Rates for Federal Hires (April 1996)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332. This Statement is for Information Only: It Is Not a Wage Determination

Employee class Benefits	Monetary Wage-Fringe
Security Guard (FG-5)	\$12.59
Driver/Courier	\$10.02
Administrative/Secretary	\$14.03

3.8.2-17 Key Personnel and Facilities (July 1996)

(a) The personnel and/or facilities as specified below are considered essential to the work being performed hereunder and may, with the consent of the contracting parties, be changed from time to time during the course of the contract.

(b) Prior to removing, replacing, or diverting any of the specified personnel and/or facilities, the Contractor shall notify in writing, and receive consent from, the Contracting Officer reasonably in advance of the action and

shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(c) No diversion shall be made by the Contractor without the written consent of the Contracting Officer.

(d) The key personnel and/or facilities under this contract are:

William J. Price

Jim Price

Tom Marshall

Bob Williams

Joe Chappell

[List key personnel and/or facilities]

3.8.2-11 Continuity of Services (April 1996) (R)

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to (1) furnish phase-in training and (2) exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 30 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct onsite interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a prorata portion of the fee (profit) under this contract. (End of clause)

3.9.1-2 Protest After Award (August 1997)

(a) Upon receipt of a notice that a protest has been filed with the FAA Office of Dispute Resolution, or a determination that a protest is likely, the Administrator or his designee may instruct the Contracting Officer to direct the Contractor to stop performance of the work called for by this contract. The order to the Contractor shall be in writing, and shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision or other resolution of the protest, the Contracting Officer shall either--

(1) Cancel the stop-work order; or

(2) For other than cost-reimbursement contracts, terminate the work covered by the order as provided in the "Default" or the "Termination for Convenience of the Government" clause(s) of this contract; or

(3) For cost-reimbursement contracts, terminate the work covered by the order as provided in the "Termination" clause of this contract.

(b) If a stop-work order issued under this clause is canceled either before or after the final resolution of the protest, the Contractor shall

resume work. The Contracting Officer shall make for other than cost-reimbursement contracts, an equitable adjustment in the delivery schedule or contract price, or both; and for cost-reimbursement contracts, an equitable adjustment in the delivery schedule, the estimated cost, the fee, or a combination thereof, and in any other terms of the contract that may be affected; and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; provided, that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon a proposal submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(e) The Government's rights to terminate this contract at any time are not affected by action taken under this clause. (End of clause)

3.1-1 Clauses and Provisions Incorporated by Reference (September 2002)

This screening information request (SIR) or contract, as applicable, incorporates by reference one or more provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://fast.faa.gov> (on this web page, select "Contract Writing/Clauses").

- 3.2.2.3-30 Termination of Defined Benefit Pension Plans (April 1996)
- 3.2.2.3-32 Waiver of Facilities Capital Cost of Money (April 1996)
- 3.2.2.3-33 Order of Precedence (January 1999)
- 3.2.2.7-6 Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (April 1996)
- 3.2.5-1 Officials Not to Benefit (April 1996)
- 3.2.5-3 Gratuities or Gifts (January 1999)
- 3.2.5-4 Contingent Fees (October 1996)
- 3.2.5-5 Anti-Kickback Procedures (October 1996)
- 3.2.5-8 Whistleblower Protection for Contractor Employees (April 1996)
- 3.3.1-1 Payments (April 1996)
- 3.3.1-5 Payments under Time-and-Materials and Labor-Hour Contracts (April 2001)
- 3.3.1-6 Discounts for Prompt Payment (April 1996)
- 3.3.1-7 Limitation on Withholding of Payments (April 1996)
- 3.3.1-8 Extras (April 1996)
- 3.3.1-9 Interest (April 1996)
- 3.3.1-10 Availability of Funds (April 1996)
- 3.3.1-15 Assignment of Claims (April 1996)
- 3.6.3-16 Drug Free Workplace (January 2004)
- 3.3.1-17 Prompt Payment (January 2003)
- 3.3.1-25 Mandatory Information for Electronic Funds Transfer (EFT) Payment - Central Contractor Registration (CCR) (June 2001)
- 3.3.2-1 FAA Cost Principles (October 1996)
- 3.4.1-11 Insurance--Liability to Third Persons (October 1996)
- 3.4.1-12 Insurance (July 1996)

3.4.2-7 Federal, State, and Local Taxes--Fixed-Price, Noncompetitive Contract (April 1996)

3.5-2 Notice and Assistance Regarding Patent and Copyright Infringement (April 1996)

3.5-3 Patent Indemnity (April 1996)

3.5-13 Rights in Data--General (October 1996)

3.6.2-2 Convict Labor (April 1996)

3.6.2-9 Equal Opportunity (August 1998)

3.6.2-10 Equal Opportunity Preaward Clearance of Subcontracts (November 1997)

3.6.2-12 Affirmative Action for Special Disabled and Vietnam Era Veterans (January 1998)

3.6.2-13 Affirmative Action for Handicapped Workers (April 2000)

3.6.2-14 Employment Reports on Special Disabled Veterans and Veterans of Vietnam Era (January 1998)

3.6.2-16 Notice to the Government of Labor Disputes (April 1996)

3.6.2-28 Service Contract Act of 1965, as Amended (April 1996)

3.6.2-30 Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (April 1996)

3.6.3-2 Clean Air and Clean Water (April 1996)

3.6.3-16 Drug Free Workplace (January 2004)

3.7-1 Privacy Act Notification (October 1996)

3.7-2 Privacy Act (October 1996)

3.8.2-10 Protection of Government Buildings, Equipment, and Vegetation (April 1996)

3.9.1-1 Contract Disputes (November 2002)

3.10.1-7 Bankruptcy (April 1996)

3.10.1-12 Changes--Fixed-Price (April 1996)

3.10.1-12 Changes--Fixed-Price (Alternate I) (April 1996)

3.10.1-14 Changes--Time and Materials or Labor Hours (April 1996)

3.10.1-22 Contracting Officer's Technical Representative (July 1996)

3.10.2-3 Subcontracts (Time-and-Materials and Labor-Hour Contracts) (April 1996)

3.10.2-5 Competition in Subcontracting (January 1998)

3.10.3-1 Definitions (April 2004)

3.10.3-2 Government Property-Basic Contract (April 2004)

3.10.5-1 Product Improvement/Technology Enhancement (April 1996)

3.10.6-1 Termination for Convenience of the Government (Fixed Price) (October 1996)

3.10.6-3 Termination (Cost-Reimbursement) (October 1996)

3.10.6-3 Termination (Cost-Reimbursement) Alternate IV (October 1996)

3.10.6-4 Default (Fixed-Price Supply and Service) (October 1996)

3.10.6-7 Excusable Delays (October 1996)

PART III - SECTION J
LIST OF ATTACHMENTS

<u>ATTCH</u>	<u>TITLE</u>	<u>DATE</u>	<u>NO. OF PAGES</u>
1	Statement of Work for FAA, MMAC Security Guard Service	8/13/04	55
2	Wage Determination No. 94-2431 (Revision No. 23)	7/09/04	8

3	Wage Determination No. 04-0007 (Revision No. 1)	1/9/04	1
4	Screening Standards - Contractors	7/01	1
5	Adjudicative Standards	7/2001	1
6	Reserved		
7	Figure 4-3, Certification of Physical Qualifications (Reference SOW C.6.6 & Order 1600.69B)	3/1/99	1
8	AC Order 1600.18F, Parking and Traffic at the MMAC	Undated	
9	AC Order 1600.25D, FAA Identification Media, Official Credentials, Passports, and Vehicle Identification Media	1/22/92	
10	Order 1600.69B, FAA Facility Security Management Program (Chapter 4, FAA Contract Guard Services)	9/12/03	
11	AC Order 3940.1C, Procedures for Handling Injury, Illness, or Fire at the MMAC	10/18/90	
12	Order 5200.7, Training for Drivers In an Airport Operations Area	11/18/92	
13	Order 1600.1D, Personnel Security Program	2/5/98	
14	Order 1280.1A, Protecting Privacy of Information About Individuals	10/7/94	
15	FAA Order 1600.72, Contractor and Industrial Security Program	4/4/01	
16	FAA Order 1600.73, Contractor and Industrial Security Program Operating Procedures	11/30/00	